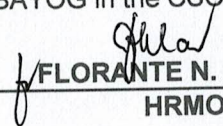


Republic of the Philippines
CGO CALBAYOG
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO CALBAYOG in the CSC website:


FLORANTE N. AQUINO
HRMO

Date: February 3, 2022

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|-----------------------|---------------------------------|-------------------|--|---------------------------|-----------------------------|--|-------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III) | 38 | II | 22316 | Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course | 8 hours relevant training | 2 years relevant experience | CS SubProf./ Data Encoder/ First Level eligibility | | City Mayor's Office |
| 2 | ADMINISTRATIVE AIDE III (Utility Worker II) | 23-E | 3 | 13019 | Must be able to read and write | None Required | None Required | None Required | | Economic Enterprise Devt. & Mgt. Office |
| 3 | LEGISLATIVE STAFF OFFICER II | 310 | 13 | 26754 | Bachelor's Degree relevant to the job | None Required | None Required | CS Prof./ Second Level | | Sangguniang Panlungsod Office |
| 4 | PLANNING OFFICER II | 391 | 15 | 32053 | Bachelor's Degree relevant to the job | 8 hours relevant training | 2 years relevant experience | CS Prof./ Second Level | | City Planning & Devt. Office |

We encourage diverse applicants regardless of age, religion, disability, political affiliation and sexual/gender orientation. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 18, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DIEGO P. RIVERA

City Mayor

City Hall, Brgy. Central, J.D. Avelino St., Calbayog City

calbayogchrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.