

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:

*Alma*  
**FLORANTE N. AQUINO**  
HRMO

Date: February 8, 2022

| No. | Position Title<br>(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   | SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)      | 25                 | 22                     | 68867          | Bachelor's Degree                        | 16 hours relevant training | 3 years relevant experience | CS Prof / Second Level   |                            | City Mayor's Office               |                     |
| 2   | SUPERVISING ADMINISTRATIVE OFFICER (Human Resource Mgt. Officer IV) | 30                 | 22                     | 68867          | Bachelor's Degree                        | 16 hours relevant training | 3 years relevant experience | CS Prof / Second Level   |                            | City Human Resource Mgt. Office   |                     |
| 3   | ADMINISTRATIVE ASSISTANT II (Labor General Foreman)                 | 400                | 8                      | 175050         | High School Graduate                     | 4 hours relevant training  | 1 year relevant experience  | None Required            |                            | City Planning & Dev't. Office     |                     |
| 4   | TOURISM OPERATIONS ASSISTANT                                        | 686                | 7                      | 16458          | Completion of 2 years studies in college | None Required              | None Required               | CS SubProf / First Level |                            | City Tourism & Information Office |                     |
| 5   | WATCHMAN I                                                          | 506                | 2                      | 12276          | Elementary School Graduate               | None Required              | None Required               | None Required            |                            | General Services Office           |                     |
| 6   | ADMINISTRATIVE AIDE III (Utility Worker II)                         | 734                | 3                      | 13019          | Must be able to read and write           | None Required              | None Required               | None Required            |                            | City Legal 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 23, 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](http://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](mailto:calbayogchrmo@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**