


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 18, 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 AIDE IV (Driver II)	470	4	13807	Elementary School Graduate	None Required	None Required	Driver's License		General Services Office
2	Farm Supervisor	959	8	17505	High School Graduate	4 hours relevant training	1 year relevant experience	None Required		City Agriculture 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 March 5, 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.