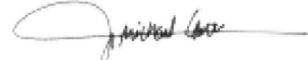


Republic of the Philippines
CGO CALBAYOG
Request for Publication of Vacant Positions

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:


ATTY. MICHAEL E. COSTELO JR., RME
OIC- CHRM Officer

Date: August 08, 2023

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 III	299	3	14,678.00	Must be able to read and write	None required	None required	None required	N/A	Sangguniang Panlungsod LGU-Calbayog City

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 August 23, 2023:

1. Duly signed and updated Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Latest Copy of Performance Rating (Very Satisfactory Service) for the last two (2) rating periods preceding this publication or any of its equivalent for external applicants (If applicable);
3. Photocopy of Certificate of Eligibility/Rating/License;
4. Photocopy of Transcript of Records and/or Diploma;
5. Authenticated copy of Certificate of Grades for Master's Degree earned units (If applicable);
6. Certificate of Relevant Trainings / Learning and Development Programs attended (If applicable).
7. Copy of Service Record and/or Certificate of Employment indicating the supervisory/managerial/technical functions and responsibilities as Certified by the Human Resource Management Officer or any authorized representative (Note: Special Order or Designation Order should also be attached for the supervisory and managerial functions as additional supporting document);
8. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE).

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

Hon. RAYMUND C. UY
City Mayor
City Government of Calbayog
chrmo22cyp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.