

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF 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 LGU Calbayog in the CSC Website.

[Signature]
FLORANTE N. AQUINO
OIC- CHRM Officer
September 3, 2021

No.	Position Title Parenthetical Title, if applicable	Plantilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Appointment
					Education	Training	Experience	Eligibility		
1	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	723	23	75,359.00	Master's Degree of Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five years	5 years of supervisory/management experience	CS Prof./2nd level eligibility		City General Office
2	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	402	8	17,505.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required		City Planning Development
3	SUPERVISING ADMINISTRATIVE OFFICER OFFICER (ADMINISTRATIVE OFFICER IV)	204	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof./2nd level eligibility		City Mayor's Office
4	REVENUE COLLECTION CLERK III	601	9	18,763.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS SubProf./1st level eligibility		City Treasurer's Office
5	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	1003	14	29,277.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Prof./2nd level eligibility		City Environment and Natural Resources Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interest and qualified applicants should signify their interest in writing following to the application letter and send to the address below not later than September 16, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 121, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating in the last 2 rating period (if applicable).
3. Photocopy of certificate of eligibility/ rating/ license.

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

DIEGO P. RIVERA
City Mayor

Thru:

FLORANTE N. AQUINO
OIC- CHRM Officer