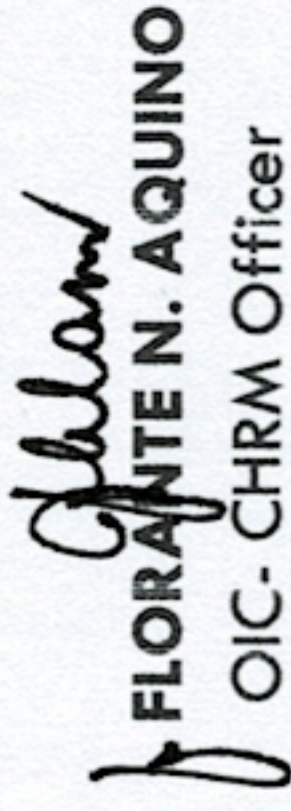


Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF CALBAYOG**  
Request for Publication of Vacant Positions

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.

  
**FLORANTE N. AQUINO**  
OIC- CHRM Officer

September 13, 2021

No.	Position Title Parenthetical Title, if applicable	Plantilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV)	663	14	29,277.00	Completion of 2 years studies in college or High School Graduate with relevant vocational trade course	16 hours relevant training	3 years relevant experience	CS SubProf./ Data Encoder/ 1st Level Eligibility	City Administrator's Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	162	1	11,551.00	Must be able to read write	None required	None required	None required	City Mayor's Office
3	ADMINISTRATIVE AIDE VI (COMMUNICATION EQUIPMENT OPERATOR II)	230	6	15,524.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communication Equipment Operator MC 10 s. 2013 - CAT II	City Disaster Risk Reduction & Mgt. Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interesse and qualified applicants should signify their interest in writing. Attach the following to the application letter and send to the address below not later than September 28, 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](http://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