

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 27, 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	Eligibility		
1	DRAFTSMAN II	667	6	15,524.00	Completion of 2 years studies in college of High School Graduate with relevant vocational/ trade course	None Required	None Required	Draftsman MC 10, s. 2013 CAT. II		City Engineering Office
2	ADMINISTRATIVE ASSISTANT IV (Bookbinder IV)	48	10	20,219.00	Elementary School Graduate	8 hours relevant training	2 years relevant experience	None Required		City Human Resource Mgt. Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	340	1	11,551.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlungsod Office
	*****NOTHING FOLLOWS*****									

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interested 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 October 12, 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