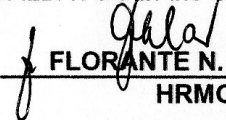


Republic of the Philippines  
**CGO CALBAYOG**  
Request for Publication of Vacant Positions

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. AQUINIO**  
HRMO

Date: November 16, 2021

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 I (Utility Worker I)	26-E	1	11551	Must be able to read and write	None Required	None Required	None Required		Economic Enterprise Devt. & Mgt. Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	545	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Solid Waste Management Office
3	ADMINISTRATIVE OFFICER V (Admin. Officer III)	755	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Health Office
4	ADMINISTRATIVE OFFICER IV (Admin. Officer II)	867	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Social Welfare & Devt. 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 December 1, 2021.

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](http://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, J.D. Avelino St., Calbayog City

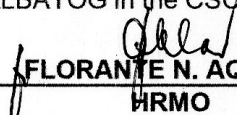
[calbayogchrmo@yahoo.com](mailto:calbayogchrmo@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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5	AGRICULTURAL TECHNOLOGIST	953	10	20219	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080 - Agriculturist		City Agriculture Office
6	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	1075	4	13807	Elementary School Graduate	None Required	None Required	None Required		City Engineering Office

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