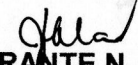


Republic of the Philippines
CGO CALBAYOG
Request for Publication of Vacant Positions

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. AQUINO
HRMO

Date: December 23, 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 III (Utility Worker II)	132	3	13019	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	178	1	11551	Must be able to read and write	None Required	None Required	None Required		City Assessor's Office
3	ADMINISTRATIVE AIDE VI (Utility Foreman)	370	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Human Resource Mgt. Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	376	1	11551	Must be able to read and write	None Required	None Required	None Required		City Human Resource Mgt. Office
5	ADMINISTRATIVE OFFICER V (Records Officer III)	588	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Accounting Office
6	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	626	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Treasurer's Office
7	ADMINISTRATIVE OFFICER I (Records Officer I)	635	10	20219	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Treasurer's Office
8	REVENUE COLLECTION CLERK II	640	7	16458	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof./ First Level		City Treasurer's Office
9	REVENUE COLLECTION CLERK II	686	7	16458	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof./ First Level		City Tourism & Information Office

10	ADMINISTRATIVE AIDE IV (Reproduction Machine Oper. II)	689	4	13807	Elementary School Graduate	None Required	None Required	None Required		City Tourism & Information Office
11	DENTIST III	750	20	52703	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years relevant experience	RA 1080 - Dentist		City Health Office
12	HEALTH EDUCATION & PROMOTION OFFICER III	758	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Health Office
13	SENIOR AGRICULTURIST	933	18	42159	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours relevant training	2 years relevant experience	Relevant RA 1080 (preferably Licensed Agriculturist, Agricultural Engineer or Fisheries Technologist)		City Agriculture Office
14	ENGINEER IV	1029	22	66867	Bachelor's Degree in Engineering relevant to the job	16 hours relevant training	3 years relevant experience	RA 1080 - Civil Engineer		City Engineering Office
15	ADMINISTRATIVE AIDE IV (Reproduction Machine Oper. II)	1074	4	13807	Elementary School Graduate	None Required	None Required	None Required		City Engineering Office
16	ADMINISTRATIVE AIDE III (Utility Worker II)	26-E	3	13019	Must be able to read and write	None Required	None Required	None Required		City Economic Enterprise & Devt. Office
17	SALES PROMOTION SUPERVISOR II	946	14	29277	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Agriculture Office
18	AGRICULTURAL TECHNICIAN II	959	8	175050	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Prof./ First Level		City Agriculture Office
19	AGRICULTURAL TECHNICIAN II	982	8	175050	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Prof./ First Level		City Veterinary Office
20	ADMINISTRATIVE AIDE VI (Utility Foreman)	69	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
21	MUSICIAN	717	5	14641	High School Graduate	None Required	None Required	None Required		City Arts & Culture Office
22	ENGINEER I	201	12	24495	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080 - Civil Engineer		City Mayor's Office
23	HEAVY EQUIPMENT OPERATOR I	470	4	13807	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Heavy Eqpt. Operator - MC 10, s. 2013 Cat. II		General Services Office
24	WATCHMAN I	504	2	12276	Elementary School Graduate	None Required	None Required	None Required		General Services Office
25	ADMINISTRATIVE AIDE I (Utility Worker I)	154	1	11551	Must be able to read and write	None Required	None Required	None Required		General Services Office

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26	REVENUE COLLECTION CLERK III	638	9	18784	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Prof./ First Level		City Treasurer's Office
27	MANPOWER DEVT. OFFICER I	871	11	22316	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Social Welfare Devt. Office
28	PLANNING OFFICER II	392	15	32053	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Planning & Devt. Office
29	ADMINISTRATIVE OFFICER (Admin. Officer IV)	78	22	66867	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof./ Second Level		General Services Office
30	COMMUNITY AFFAIRS OFFICERS II	32	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Administrator's Office
31	ADMINISTRATIVE AIDE VI (Utility Foreman)	76	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Housing & Devt. Office
32	ADMINISTRATIVE AIDE VI (Utility Foreman)	80	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
33	ADMINISTRATIVE AIDE I (Utility Worker I)	171	1	11551	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
34	ADMINISTRATIVE AIDE I (Utility Worker I)	180	1	11551	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
35	ADMINISTRATIVE AIDE I (Utility Worker I)	344	1	11551	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlungsod Office
36	WAREHOUSEMAN IV	445	10	20219	Completion of 2 years studies in college	16 hours relevant training	3 years relevant experience	CS SubProf./ First Level		General Services Office
37	ADMINISTRATIVE AIDE I (Utility Worker I)	512	1	11551	Must be able to read and write	None Required	None Required	None Required		General Services Office
38	ADMINISTRATIVE OFFICER I (Records Officer I)	538	10	20219	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Environment & Natl. Resources Office
39	ENGINEERING AIDE	550	4	13807	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	None Required		City Solid Waste & Mgt. Office
40	ADMINISTRATIVE AIDE IV (Bookbinder II)	552	4	13807	Elementary School Graduate	None Required	None Required	None Required		City Solid Waste & Mgt. Office
41	ADMINISTRATIVE OFFICER V (Information Officer III)	685	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Tourism & Information Office
42	NURSE II	767	17	38464	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080 - Nurse		City Health Office
43	ADMINISTRATIVE OFFICER III (Records Officer II)	777	14	29277	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Health Office
44	ADMINISTRATIVE OFFICER III (Records Officer II)	778	14	29277	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Health Office

45	MIDWIFE I	810	9	18784	Completion of Midwifery Course	None Required	None Required	RA 1080 - Midwife		City Health Office
46	SANITATION INSPECTOR II	814	8	17505	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Prof./ First Level		City Health Office
47	PROJECT EVALUATION OFFICER II	868	15	32053	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Social Welfare & Devt. Office
48	ADMINISTRATIVE OFFICER II (Administrative Officer I)	870	11	22316	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Social Welfare & Devt. Office
49	ADMINISTRATIVE OFFICER III (Records Officer II)	917	14	29277	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Population Office
50	ENGINEERING AIDE	1076	4	13807	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	None Required		City Engineering Office
51	CITY GOVT. ASST. DEPT. HEAD I	431	23	75359	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof./ Second Level	Building Collaborative, Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching Results; Thinking Strategically & Creatively.	City Human Resource Mgt. 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 January 7, 2022.

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.