

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 28, 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	SUPERVISING ADMINISTRATIVE OFFICER (Human Resource Mgt. Officer IV)	11	22	66867	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof. / Second Level		City Human Resource Mgt. Office
2	ADMINISTRATIVE OFFICER V (Human Resource Mgt. Off. III)	18	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof. / Second Level		City Human Resource Mgt. Office
3	COMMUNITY AFFAIRS OFFICER III	22	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof. / Second Level		City Mayor's Office
4	ADMINISTRATIVE AIDE VI (Utility Foreman)	72	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
5	ADMINISTRATIVE AIDE VI (Utility Foreman)	76	6	15524	Elementary School Graduate	None Required	None Required	None Required		City Housing Devt. Office/Office
6	ADMINISTRATIVE AIDE III (Utility Worker II)	108	3	13019	Must be able to read and write	None Required	None Required	None Required		City Housing Devt. Office/Office
7	ADMINISTRATIVE AIDE I (Utility Worker I)	159	1	11551	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
8	ADMINISTRATIVE AIDE I (Utility Worker I)	240	1	11551	Must be able to read and write	None Required	None Required	None Required		City Disaster Risk Reduction Mgt. Office
9	REVENUE COLLECTION CLERK II	250	7	16458	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof. / First Level		Business Permits & Licensing Office
10	PUBLIC SERVICE OFFICER I	312	11	22316	Bachelor's Degree	None Required	None Required	CS Prof. / Second Level		Sangguniang Panlungsod Office

11	LEGISLATIVE STAFF ASSISTANT III	313	10	20219	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	CS Sub Prof. / First Level		Sangguniang Panlungsod Office
12	ADMINISTRATIVE OFFICER I (Records Officer I)	354	10	20219	Bachelor's Degree	None Required	None Required	CS Prof. / Second Level		City Mayor's Office
13	ADMINISTRATIVE OFFICER V (Human Resource Mgt. Off. III)	388	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof. / Second Level		City Human Resource Mgt. Office
14	PROJECT EVALUATION OFFICER III	383	18	42159	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Prof. / Second Level		City Planning & Devt. Office
15	ENGINEER II	387	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA I080 - Civil Engineer		City Planning & Devt. Office
16	STATISTICIAN I	395	11	22316	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof. / Second Level		City Planning & Devt. Office
17	DRAFTSMAN II	400	8	17505	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	4 hours relevant training	1 year relevant experience	Draftsman - MC 10, s. 2013 Cat. II		City Planning & Devt. Office
18	REVENUE COLLECTION CLERK II	419	7	16458	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof. / First Level		Local Civil Registrar's Office
19	SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)	435	22	66967	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof. / Second Level		General Services Office
20	ADMINISTRATIVE OFFICER V (Supply Officer III)	440	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof. / Second Level		General Services Office
21	ADMINISTRATIVE OFFICER IV (Mgt. Audit Analyst I)	591	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof. / Second Level		City Accounting Office
22	ADMINISTRATIVE OFFICER IV (Admin. Officer I)	592	15	32053	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof. / Second Level		City Accounting Office
23	ADMINISTRATIVE AIDE IV (Clark I)	645	4	13807	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof. / First Level		City Treasurer's Office
24	ADMINISTRATIVE AIDE III (Utility Worker I)	647	3	13019	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
25	LOCAL ASSESSMENT OPERATIONS OFFICER IV	655	22	66967	Bachelor's Degree	4 hours relevant training	3 years relevant experience	RA I080 (Real State service)		City Assessor's Office
26	LOCAL ASSESSMENT OPERATIONS OFFICER III	660	18	42159	Bachelor's Degree	4 hours relevant training	2 years relevant experience	RA I080 (Real State service)		City Assessor's Office
27	INFORMATION SYSTEMS ANALYST II	662	16	35106	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof. / Second Level		City Assessor's Office

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28	DRAFTSMAN I	666	6	15524	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Draftsman - MC 10, s. 2013 Cat II		City Assessor's Office
29	ADMINISTRATIVE AIDE IV (Clerk I)	669	4	13807	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof./ First Level		City Assessor's Office
30	ADMINISTRATIVE OFFICER V (Records Officer II)	685	18	42159	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Information & Tourism Office
31	ADMINISTRATIVE AIDE III (Utility Worker II)	691	3	13019	Must be able to read and write	None Required	None Required	None Required		City Information & Tourism Office
32	SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)	724	22	66867	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof./ Second Level		City Legal Office
33	ADMINISTRATIVE AIDE I (Utility Worker I)	737	1	11551	Must be able to read and write	None Required	None Required	None Required		City Legal Office
34	DENTIST II	770	17	38464	Doctor of Dental Medicine or Dental Surgery	4 hours relevant training	1 year relevant experience	RA 1080 - Dentist		City Health Office
35	HEALTH EDUCATION & PROMOTION OFFICER II	780	14	29277	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Health Office
36	SANITATION INSPECTOR II	813	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
37	SANITATION INSPECTOR II	815	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
38	SANITATION INSPECTOR II	816	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
39	SANITATION INSPECTOR II	817	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
40	SOCIAL WELFARE ASSISTANT	883	8	17505	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof./ First Level		City Social Welfare & Devt. Office
41	SOCIAL WELFARE ASSISTANT	884	8	17505	Completion of 2 years studies in college	None Required	None Required	CS Sub Prof./ First Level		City Social Welfare & Devt. Office
42	LAUNDRY WORKER II	908	3	13019	Must be able to read and write	None Required	None Required	None Required		City Social Welfare & Devt. Office
43	POPULATION PROGRAM OFFICER I	921	11	22316	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Population Office
44	CITY AGRICULTURIST I	929	25	96965	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	5 years acquired experience in Agriculture or in a related course	Relevant RA 1080- preferably Licensed Agriculturist		City Agriculture Office

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45	AGRICULTURIST II	941	15	32053	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year relevant experience	Relevant RA 080- preferably Licensed Agriculturist	City Agriculture Office
46	AGRICULTURAL TECHNOLOGIST I	950	10	20219	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 080- preferably Licensed Agriculturist	City Agriculture Office
47	AGRICULTURAL TECHNOLOGIST I	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	Relevant RA 080- preferably Licensed Agriculturist	City Agriculture Office
48	ADMINISTRATIVE AIDE III (Utility Worker I)	1017	3	13019	Must be able to read and write	None Required	None Required	None Required	City Housing Devt. Office/Office
49	ENGINEER IV	1023	22	66867	Bachelor's Degree in Engineering relevant to the job	16 hours relevant training	3 years relevant experience	RA 080 - Civil Engineer	City Engineering Office
50	ENGINEER IV	1024	22	66867	Bachelor's Degree in Engineering relevant to the job	16 hours relevant training	3 years relevant experience	RA 080 - Civil Engineer	City Engineering Office
51	CONSTRUCTION & MAINTENANCE MAN	1084	2	12276	Elementary School Graduate	None Required	None Required	None Required	City Engineering Office
52	CONSTRUCTION & MAINTENANCE MAN	1088	2	12276	Elementary School Graduate	None Required	None Required	None Required	City Engineering Office
53	COOK I	19-E	3	13019	Elementary School Graduate	None Required	None Required	None Required	Economic Enterprise Devt. & Mgt. Office
54	ADMINISTRATIVE AIDE III (Utility Worker II)	24-E	3	13019	Must be able to read and write	None Required	None Required	None Required	Economic Enterprise Devt. & Mgt. Office
55	ADMINISTRATIVE AIDE I (Utility Worker I)	25-E	1	11551	Must be able to read and write	None Required	None Required	None Required	Economic Enterprise Devt. & Mgt. Office
56	LOCAL REVENUE COLLECTION OFFICER I	5-E	11	22316	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level	Economic Enterprise Devt. & 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 12, 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, Brgy. Central, J.D. Avelino St., Calbayog City

calbayogchrmo@yahoo.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.