

Republic of the Philippines  
PROVINCE OF LEYTE  
**CITY OF BAYBAY**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to  
the CSC FO must be in MS Excel

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of  
(Local Government of Unit of Baybay City, Leyte) in the CSC website:

  
MICHAEL L. CARI  
Acting City Mayor


Date: August 30, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (DEMO I)	77	SG 6	172,080.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade courses	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11,s.96-Cat 1) First Level Eligibility	City Mayor's Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	143	SG 1	126,120.00	Must be able to read and write	None required	None required	None required	None required (MC 11,s. 96-Cat. III)	City Mayor's Office
3	ADMINISTRATIVE OFFICER I (Record Officer I)	87	SG 10	224,616.00	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Sangguniang Panlungsod Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	582	SG 1	126,120.00	Must be able to read and write	None required	None required	None required	None required (MC 11,s. 96-Cat. III)	General Services Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)	29	SG 1	126,120.00	Must be able to read and write	None required	None required	None required	None required (MC 11,s. 96-Cat. III)	City Treasurer's Office
6	LOCAL ASSESSMENT OPERATIONS OFFICER II (Assessment Operation Officer II)	101	SG 15	348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	RA 1080 (Real Estate Service)		City Assessor's Office

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7	RURAL HEALTH PHYSICIAN	44-1	SG 24	879,588.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office

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 \_\_\_\_\_, 2018.

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 present position for one (1) year (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:

  
**MICHAEL L. CARI**  
Acting City Mayor  
City of Baybay, Leyte  
R. Magsaysay St., Cor. D. Veloso St., Baybay City  
[dnrmoposo@yahoo.com](mailto:dnrmoposo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply