



Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the  
must be in MS Excel form.

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- Calbayog City in the CSC website:

Date: \_\_\_\_\_  
  
**RONALDO P. AQUINO, CPA**  
 City Mayor  
 6-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards				Plac Assign	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	CITY BUDGET OFFICER	570	25/1	857,712.00	College degree preferably in accounting, economics, public administration or any related course	None Required	Five (5) years experience in government budgeting or any related field	CS Prof. / Second Level Eligibility or its equivalent		LGUCalba
2	CITY ACCOUNTANT	583	25/1	857,712.00	BS Accountancy Graduate	None Required	Five (5) years experience in the treasury and accounting service	Certified Public Accountant		LGUCalba

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 August 23, 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.

**NOTE: This office highly encourage all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and other marginalized groups to apply.**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
**RONALDO P. AQUINO, CPA**  
 City Mayor  
 Calbayog City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





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To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- Calbayog City in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards							P Ass
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	COMMUNITY AFFAIRS OFFICER I	41	11/1	235,440.00	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level			LGUCa	
2	ADMINISTRATIVE AIDE I (Utility Worker I)	182	1/1	119,772.00	Must be ble to read and write	None Required	None required	None required			LGUCa	
3	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	233	3/1	136,644.00	Elementary School Graduate	None Required	None Required	None Required			LGUCa	
4	ADMINISTRATIVE AIDE I (Utility Worker I)	692	1/1	119,772.00	Must be ble to read and write	None Required	None required	None required			LGUCa	
5	DEVELOPMENT OFFICER II	845	15/1	330,780.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level			LGUCa	

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  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.

**NOTE: This office highly encourage all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities.**

**RONALDO P. AQUINO, CPA**

City Mayor

Office of the City Mayor, City Hall, Sen. J.D. Avelino Ave.,  
Calbayog City

Date:

6-Aug-18

**RONALDO P. AQUINO, CPA**  
City Mayor





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This is to request the publication of the following vacant positions of LGU- Calbayog City in the CSC website:

Date:

**RONALDO P. AQUINO, CPA**  
 City Mayor  
 6-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	A
					Education	Training	Experience	Eligibility		
6	SUPERVISING ADMINISTRATIVE OFFICER (Human Resource Management Officer IV)	11	22/1	633,396.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		LGU
7	PROJECT DEVELOPMENT OFFICER III	856	18/1	428,316.00	Bachelor's Degree relevant to the job	8 hours relevant experience	2 years relevant experience	CS Prof./ Second Level		LGU
8	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	1074	4/1	145,860.00	Elementary School Graduate	None Required	None Required	None Required		LGU

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 August 18, 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.

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**RONALDO P. AQUINO, CPA**

City Mayor

Office of the City Mayor, City Hall, Sen. J.D. Avelino Ave.,  
 Calbayog City





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**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of LGU- Calbayog City in the CSC website:

Date:

7-Aug-18

**RONALDO P. AQUINO, CPA**

City Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Competency (if applicable)	Pla Assig
					Education	Training	Experience	Eligibility			
1	ADMINISTRATIVE AIDE III (Utility Worker II)	105	3/1	P136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required		LGUCalb
2	ADMINISTRATIVE AIDE III (Utility Worker II)	130	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required		LGUCalb
3	ADMINISTRATIVE AIDE III (Utility Worker II)	256	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required		LGUCalb
4	ADMINISTRATIVE AIDE I (LW I)	721	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	None Required		LGUCalb
5	PHARMACIST II	776	15/1	330,780.00	Bachelor's Degree in Pharmacy	4 hours relevant training	1 year relevant experience	RA 1080 - Pharmacist			LGUCalb

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