



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

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

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

[Signature]
RONALDO P. AQUINO, CPA
City Mayor
Date: 11-Sep-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place Assig
					Education	Training	Experience	Eligibility		
1	LOCAL TREASURY OPERATIONS OFFICER I	869	11/1	235,440.00	Bachelor's Degree	None Required	None required	CS Prof./ Second Level		LGUCalb
2	ADMINISTRATIVE AIDE I (UW I)	582	1/1	119,772.00	Must be able to read and write	None Required	None required	None Required		LGUCalb

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 Sept. 26, 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
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.

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

RONALDO P. AQUINO, CPA
City Mayor
Office of the City Mayor, City Hall, Sen. J.D. Avelino Ave.,
Calbayog City