

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

o: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the LGU Calbayog in the CSC website:

*Florante N. Aquino*  
**FLORANTE N. AQUINO**  
OIC-CHRMO

Date: November 9, 2018

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							Place Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	MARKET SUPERVISOR II	4-E	14	25,373.33	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	CS Prof./ Second Level			LGU Calbayog	
2	ADMINISTRATIVE AIDE I (UW I)	262	1	9,981.00	Must be able to read and write	None Required	None Required	None Required			LGU Calbayog	
3	ADMINISTRATIVE OFFICER V (HRMO III)	362	18	35,693.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level			LGU Calbayog	
4	REVENUE COLLECTION CLERK II	640	7	14,785.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf./ First Level			LGU Calbayog	
5	ADMINISTRATIVE AIDE I (UW I)	678	1	9,981.00	Must be able to read and write	None Required	None Required	None Required			LGU Calbayog	

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation. Interested and qualified applicants should signify their interest in writing attach the following to the application letter and send to the address below not later than November 24, 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 last rating period (if applicable);
  3. Photocopy of certificate of eligibility/rating/license; and
  4. Photocopy of Transcript of Records.
- UNQUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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

Thru:

**FLORANTE N. AQUINO**  
OIC-CHRMO

Office of the City Mayor, Calbayog City

CHRMO, City Hall, J.D. Avelino St., Calbayog City  
Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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6	PHARMACIST I	807	11	19,620.00	Bachelor's Degree in Pharmacy	None Required	None Required	RA 1080- Pharmacist			LGUCalbayog
7	PROJECT DEVELOPMENT OFFICER II	866	15	27,565.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level			LGUCalbayog
8	MANPOWER DEVELOPMENT OFFICER I	871	11	19,620.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof./ Second Level			LGUCalbayog
9	SOCIAL WELFARE OFFICER I	875	11	19,620.00	Bachelor's Degree on Social Work Graduate	None Required	None Required	RA 1080 - Social Worker			LGUCalbayog
10	FARM SUPERVISOR	885	8	15,818.00	High School Graduate	4 hours relevant training	1 year relevant experience	None Required			LGUCalbayog

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**RONALDO P. AQUINO, CPA**  
City Mayor  
Office of the City Mayor, Calbayog City

Thru:  
**FLORANTE N. AQUINO**  
OIC-CHRMO  
CHRMO, City Hall, J.D. Avelino St., Calbayog City  
Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)

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