


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
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 LGU Calbayog in the CSC website:


FLORANTE N. AQUINO
OIC-CHRMO
Date: December 10, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						A
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	ADMINISTRATIVE AIDE IV (Driver II)	471	4	12,155.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUC
2	SOCIAL WELFARE AIDE	99	4	12,155.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUC
3	HOUSING & HOMESITE REGULATION ASSISTANT	208	8	15,818.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./First Level			LGUC
4	LOCAL TREASURY OPERATIONS OFFICER I	631	11	19,620.00	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level			LGUC
5	PROJECT DEVELOPMENT OFFICER IV	382	22	52,783.00	Bachelor's Degree relevant to the job	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level			LGUC
6	SUPERVISING ADMIN. OFFICER (Supply Officer IV)	432	22	52,783.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level			LGUC

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 following to the application letter and send to the address below not later than December 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 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.