

Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY

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
Local Government Unit of Baybay in the CSC website:

MARIANITO E. GORGONIO
Supervising Administrative Officer (HRMO IV)

Date: December 18, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SECURITY GUARD III	890	SG 8	18,251.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat. II)		City Mayor's Office
2	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	889	SG 7	17,179.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Human Resource Management Office
3	INTERNAL AUDITOR IV	838	SC 22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Internal Audit Services
4	INTERNAL AUDITING ASSISTANT	839	SG 8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Internal Audit Services
5	ADMINISTRATIVE AIDE II (Bookbinder I)	840	SG 2	12,790.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Internal Audit Services

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6	ADMINISTRATIVE ASSISTANT V (Stenographic Reporter III)	209	SG 11	23,877.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Sanguniang Panlungsod Office
7	ADMINISTRATIVE AIDE VI (Accounting Clerk II)	326	SG 6	16,200.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Accountant's Office
8	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	330	SG 4	14,400.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Accountant's Office
9	ARCHITECT I	891	SG 12	26,052.00	Bachelor's degree in Architecture	None required	None required	RA 1080		City Planning & Development Office
10	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	332	SG 15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Civil Registrar's Office

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11	ADMINISTRATIVE OFFICER III (Registration Officer II)	336	SG 14	30,799.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Civil Registrar's Office
12	ADMINISTRATIVE OFFICER III (Records Officer II)	341	SG 14	30,799.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Civil Registrar's Office
13	ADMINISTRATIVE OFFICER II (Tax Mapper I)	300	SG 11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Assessor's Office
14	YOUTH DEVELOPMENT OFFICER III	411	SG 18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Social Welfare & Development Officer
15	ADMINISTRATIVE AIDE III (Driver I)	409	SG 3	13,572.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		City Social Welfare & Development Officer

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					Education	Training	Experience		

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 December 7, 2020.

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.

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

JOSÉ CARLOS L. CARI
City Mayor
City of Baybay, Leyte
R. Magsaysay St., Cor. D. Veloso St., Baybay City
bhirmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


PWD's are encouraged to apply

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					Education	Training	Experience	Eligibility		
16	FORESTER I	841, 842	SG 11	23,877.00	Bachelor's degree in Forestry	None required	None required	RA 1080		City Environment & Natural Resources Office

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JOSE CARLOS L. CARI

City Mayor
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