

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 _____ (Name of Agency) in the CSC website:

DOLORES F. MANCOL, CPA
OIC -CHRM Officer

Date: SEP 27 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE AIDE VI (UF)	315	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required	Sangguniang Panlungsod Office
2	ADMINISTRATIVE AIDE III (UW III)	332	3/1	136,644.00	Elem. School Graduate	None Required	None Required	None Required	Sangguniang Panlungsod Office
3	ADMINISTRATIVE AIDE I (UW I)	185	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	LGUCalbayog City
4	ADMINISTRATIVE AIDE I (UW I)	260	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	LGUCalbayog City
5	ADMINISTRATIVE AIDE VI (UF)	643	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required	LGUCalbayog City
6	ADMINISTRATIVE AIDE III (UW II)	647	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	LGUCalbayog City

NOT TO BE FILLED

- 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 **SEP 27 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:

DOLORES F. MANCOL, CPA

OIC -CHRM Officer

HRMO, City Hall, J.D. Avelino St., Calbayog C

Email Add: dolores.manco1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.