

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

HRMO

Date:

SEP 27 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards												
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment							
7	ADMINISTRATIVE AIDE I (UW/I)	651	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City	
8	ADMINISTRATIVE AIDE I (UW/I)	652	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City
9	LEGAL ASSISTANT II	729	12/1	256,644.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours relevant training to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City
10	ADMINISTRATIVE AIDE IV (Clerk II)	462	4/1	145,860.00	Completion of 2 years studies in college	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City

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 **09/27/2018**:

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 Ci

Email Add: dolores.manco1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.