

Republic of the Philippines  
**CGO CALBAYOG**  
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 CGO CALBAYOG in the CSC website:



**ATTY. MICHAEL E. COSTELO JR., RME**  
OIC- CHRM Officer

Date: June 27, 2023

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	Competency (if applicable)	
1	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	431	23	80,003.00	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory / management learning & development intervention	3 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	1. Exemplifying Integrity - Intermediate 2. Delivering Service Excellence - Intermediate 3. Solving Problem & Making Decisions - Intermediate 4. Building Collaborative, Inclusive Working Relationships - Intermediate 5. Managing Performance & Coaching for Results - Intermediate 6. Leading Change - Intermediate 7. Thinking Strategically & Creatively - Intermediate 8. Creating & Nurturing a High Performing Organization - Intermediate	City Human Resource Management Office LGU-Calbayog 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 July 12, 2023:

1. Duly signed and updated Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph). The PDS must be subscribed and sworn to before a Notary Public;
2. Latest Copy of Performance Rating (Very Satisfactory Service) for the last two (2) rating periods preceding this publication or any of its equivalent for external applicants (If applicable);
3. Photocopy of Certificate of Eligibility/Rating/License;
4. Photocopy of Transcript of Records and/or Diploma;
5. Authenticated copy of Certificate of Grades for Master's Degree earned units (If applicable);
6. Certificate of Relevant Trainings / Learning and Development Programs attended (If applicable).
7. Copy of Service Record and/or Certificate of Employment indicating the supervisory/managerial/technical functions and responsibilities as Certified by the Human Resource Management Officer or any authorized representative (Note: Special Order or Designation Order should also be attached for the supervisory and managerial functions as additional supporting document);
8. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE).

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

Hon. RAYMUND C. UY

City Mayor

City Government of Calbayog

[chrmo22cyp@gmail.com](mailto:chrmo22cyp@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**