


Republic of the Philippines
CGO BAYBAY, LEYTE
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 BAYBAY, LEYTE in the CSC website:


MARIANITO E. GORGONIO
HRMO
Date: May 7, 2024

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	ADMINISTRATIVE AIDE III (Utility Worker II)	698	3	14678	Must be able to read and write	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Budget Office
2	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	325	9	21211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	City Accountant's Office
3	CITY GOV'T. DEPT. HEAD I (City Accountant I)	97	25	102960	Bachelor's degree in Commerce/ Business Administration major in Accounting	None	5 years experience in the treasury or accounting service	RA 1080	N/A	City Accountant's Office
4	TAX MAPPING AIDE	73	4	15586	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Assessor's Office
5	TAX MAPPER II	299	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Assessor's Office
6	NURSE I	805	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Immaculate Conception Hospital

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 May 22, 2024.

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.
5. 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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

JOSE CARLOS L. CARI

City Mayor

Diversion Road Brgy. Gaas, Baybay City, Leyte

bhrrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.