

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:


RAYMUND C. JUY
City Mayor

Date: May 17, 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	BOARD SECRETARY III	280	20/1	57,347.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	CORE COMPETENCIES (Advanced) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES (Advanced) Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information	Sangguniang Panlungsod LGU-Calbayog City
2	ADMINISTRATIVE AIDE IV (Clerk II)	89	4/1	15,586.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional) / 1st Level Eligibility	CORE COMPETENCIES (Basic) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES (Basic) Demonstrating Personal Effectiveness; Speaking Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information	City Mayor's Office LGU-Calbayog City
3	CITY GOVERNMENT DEPARTMENT HEAD I (City General Services Officer)	430	25/1	102,690.00	Bachelor's degree in Public Administration, Business Administration and Management	None Required	Five (5) years of experience in general services, including management of supply, property, solid waste disposal and general sanitation	Career Service (Professional) / Second Level Eligibility	CORE COMPETENCIES (Advanced) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES (Advanced) Demonstrating Personal Effectiveness; Speaking Effectively; Writing Effectively; Championing and Applying Innovation; Planning and Delivering; Managing Information LEADERSHIP COMPETENCIES (Advanced) Building Collaborative and Inclusive Working Relationships; Managing Performance & Coaching for Results; Leading Change; Thinking Strategically & Creatively; Creating & Nurturing a High Performing Organization	City General Services Office LGU-Calbayog City

Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character.

*****NOTHING FOLLOWS*****

INSTRUCTIONS/REMARKS:

This agency highly encourages interested and QUALIFIED applicants to apply and is committed to promote 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). Please feel free to inform the City Human Resource Management Office (CHRMO) in advance for the needed facilities and/or assistance.

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 June 01, 2024:

1. ORIGINAL and fully accomplished Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark with an attached duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Approved Performance Rating (Very Satisfactory Service) for the last rating period preceding this publication (for promotion/transfer) or any of its equivalent for external applicants (If applicable);
3. Authenticated copy of PRC License/CSC Eligibility (1 copy);
4. Authenticated copy of Transcript of Records / Certification of Academic Requirements (CAR) issued by the President / School Head / Registrar of the concerned school (1 copy);
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. Updated 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. Designation Orders, and other documents that have bearing in the evaluation;
9. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.