


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 D. GORGONIO
HRMO
Date: March 27, 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	SECURITY GUARD I	8	3	14678	High School Graduate	None required	None required	None required	Security Guard License (MC 11, s. - Cat. II)	City Mayor's Office
2	ADMINISTRATIVE AIDE IV (Clerk II)	18	4	15586	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Mayor's Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	11	4	15586	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Mayor's Office
4	ADMINISTRATIVE AIDE VI (DEMO I)	77	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	City Mayor's Office
5	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	4	7	18620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	City Mayor's Office
6	SENIOR ADMINISTRATIVE ASST. I (Data Controller IV)	1053	13	31320	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	City Mayor's Office

7	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	1054	7	18620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility	City Mayor's Office
8	ADMINISTRATIVE AIDE IV (Bookbinder II)	715	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Businessed Permit & Licensing Office
9	ADMINISTRATIVE AIDE IV (Clerk II)	682	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Internal Audit Services
10	ADMINISTRATIVE AIDE II (Bookbinder I)	1110	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Baybay Technical Vocational Training Center
11	ADMINISTRATIVE AIDE IV (Electrician I)	2	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts (MC 11, s.96- Cat. I)	City Engineer's Office
12	ADMINISTRATIVE AIDE IV (Electrician I)	1014	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts (MC 11, s.96- Cat. I)	City Engineer's Office
13	ADMINISTRATIVE AIDE IV (Electrician I)	1015	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts (MC 11, s.96- Cat. I)	City Engineer's Office
14	ADMINISTRATIVE AIDE III (Plumber I)	4	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
15	ADMINISTRATIVE AIDE III (Plumber I)	1018	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office

16	ADMINISTRATIVE AIDE III (Plumber I)	1019	3	14678	Elementary School Graduate	None required	None required	Pipfitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
17	ADMINISTRATIVE AIDE III (Plumber I)	1020	3	14678	Elementary School Graduate	None required	None required	Pipfitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
18	ADMINISTRATIVE AIDE IV (Clerk II)	352	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Engineer's Office
19	ENGINEER II	366	16	39672	Bachelor'S degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	City Engineer's Office
20	ENGINEER I	1007	12	29165	Bachelor'S degree in Engineering relevant to the job	None required	None required	RA 1080	City Engineer's Office
21	ADMINISTRATIVE AIDE I (Laborer I)	19	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
22	ADMINISTRATIVE AIDE V (Carpenter II)	1010	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - s. Cat. I)	City Engineer's Office
23	ADMINISTRATIVE AIDE V (Carpenter II)	1011	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - s. Cat. I)	City Engineer's Office
24	ADMINISTRATIVE AIDE IV (Mechanic I)	1017	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC11, s. 96 - Cat. I)	City Engineer's Office

25	WELDER I	1023	4	15586	Elementary School Graduate	None required	None required	None required	Welder (MC 11, s. 96 - Cat. I)	City Engineer's Office
26	ADMINISTRATIVE AIDE III (Mason I)	1024	3	14678	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
27	ADMINISTRATIVE AIDE III (Mason I)	1025	3	14678	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
28	ADMINISTRATIVE AIDE III (Mason I)	1026	3	14678	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office

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 April 11, 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 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

City of Baybay, Diversion Road Brgy. Gaas, Baybay City

bharmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.