

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:

MARIANITOE GORGONICO  
HRMO

Date: April 2, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ADMINISTRATIVE AIDE I (Utility Worker I)	144	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Mayor's Office
2	ADMINISTRATIVE AIDE III (Driver I)	22	3	14678	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	N/A	City Mayor's Office
3	ADMINISTRATIVE AIDE VI (Clerk III)	3	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Mayor's Office
4	ADMINISTRATIVE AIDE IV (Clerk II)	163	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Mayor's Office
5	INFORMATION TECHNOLOGY OFFICER I	1080	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Mayor's Office
6	INFORMATION SYSTEM RESEARCHER I	1081	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Mayor's Office

7	INFORMATION SYSTEM RESEARCHER I	1082	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Mayor's Office
8	ADMINISTRATIVE OFFICER IV (HRMO II)	12	15	36619	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Management Office
9	TRAFFIC AIDE III	1108	7	18620	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Traffic Management and Terminal Office
10	TRAFFIC AIDE II	1109	5	16543	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Traffic Management and Terminal Office
11	ADMINISTRATIVE AIDE IV (Stenographer I)	36	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Sangguniang Panlungsod Office
12	ADMINISTRATIVE ASSISTANT II (Clerk IV)	106	8	19744	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	Sangguniang Panlungsod Office
13	ADMINISTRATIVE AIDE II (Bookbinder I)	217	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Sangguniang Panlungsod Office
14	ADMINISTRATIVE AIDE IV (Bookbinder II)	1097	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Administrator's Office
15	ADMINISTRATIVE AIDE I (Utility Worker I)	228	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Administrator's Office

16	ADMINISTRATIVE AIDE IV (Clerk II)	53	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Planning & Development Office
17	ENGINEER I	259	12	29165	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	City Planning & Development Office
18	CITY GOVT. DEPT. HEAD I (City General Service Officer I)	551	25	102690	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal sanitation	First Grade CS Eligible or it's equivalent	N/A	City General Services Office
19	ENGINEER IV	589	22	71511	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	N/A	City General Services Office
20	ADMINISTRATIVE AIDE I	560	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City General Services Office
21	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	232	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Budget Office
22	ADMINISTRATIVE OFFICER II (Budget Officer I)	235	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Budget Office
23	ADMINISTRATIVE AIDE IV (Budgeting Aide)	93	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Budget Office

24	ADMINISTRATIVE AIDE II (Messenger)	121	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Budget Office
25	ADMINISTRATIVE AIDE I (Utility Worker I)	116	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	City Budget Office
26	ADMINISTRATIVE AIDE III (Utility Worker II)	699	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
27	ADMINISTRATIVE OFFICER III (Records Officer II)	341	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Local Civil Registrar's Office
28	ASSISTANT REGISTRATION OFFICER	98	8	19744	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	Local Civil Registrar's Office
29	ENVIRONMENTAL MANAGEMENT SPECIALIST II	956	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 Environment & Natural Resources 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 17, 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](http://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**

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

[bhromoposo@yahoo.com](mailto:bhromoposo@yahoo.com)

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