

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: April 26, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE I (Utility Worker I)	135	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat. III)	N/A	Tourism Office
2	ASSESSMENT CLERK I	74	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Assessor's Office
3	ASSESSMENT CLERK I	75	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Assessor's Office
4	ASSESSMENT CLERK II	713	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Assessor's Office
5	ADMINISTRATIVE OFFICER II (Building Inspector II)	375	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Engineer's Office
6	ADMINISTRATIVE OFFICER III	766	14	33843	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	Immaculate Conception Hospital

7	ADMINISTRATIVE OFFICER III	765	14	33843	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	Immaculate Conception Hospital
8	ADMINISTRATIVE OFFICER III	764	14	33843	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	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 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](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

Diversion Road Brgy. Gaas, Baybay City, Leyte

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

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