

Republic of the Philippines
CGO BAYBAY, LEYTE
Request for Publication of Vacant Positions

MIL 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:

MARIANINO E. GORGONIO
HRMO
Date: January 17, 2024

Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
PUBLIC SERVICES ASSISTANT	1104	SG 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		City General Services 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 February 1, 2024.

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;

Performance rating in the present position for one (1) year (if applicable);

Photocopy of certificate of eligibility/rating/license; and

Photocopy of Transcript of Records.

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).

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

JOSE CARLOS L. CARI
City Mayor
City of Baybay, Leyte R. Magsaysay St., Cor. D. Veloso St.,
Baybay City
bhrrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.