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, LEYTER the CSC website:

MARIANITO E. GORGONIO

HRMO

Date:

January 25, 2023

Position Title enthetical Title, if applicable)	Plantilla Item No.	Pay	Monthly Salary		Qual	ification Standa	rds		Place of
applicable)		Pay							
IINISTRATIVE AIDE I		1	,	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
	752	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
'ENUE COLLECTION CLERK II	283	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
INISTRATIVE AIDE I (Laborer I)	7	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
WELDER I	1021	4	15586	Elementary School Graduate	None Required	None Required	Welder (MC 11, s. 96 - Cat. I)		City Engineer's Office
WELDER I	1022	4	15586	Elementary School Graduate	None Required	None Required	Welder (MC 11, s. 96 - Cat. I)		City Engineer's Office
EAVY EQUIPMENT OPERATOR II	883	6	17553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		City Engineer's Office
INISTRATIVE AIDE III (Carpenter I)	1013	3	14678	Elementary School Graduate	None Required	None Required	Carpenter (MC 11, s. 96 - Cat. 1)		City Engineer's Office
1	CLERK II INISTRATIVE AIDE I (Laborer I) WELDER I WELDER I EAVY EQUIPMENT OPERATOR II NISTRATIVE AIDE III	CLERK II INISTRATIVE AIDE I (Laborer I) WELDER I TO21 WELDER I TO22 TAVY EQUIPMENT OPERATOR II NISTRATIVE AIDE III 1013	CLERK	CLERK II 283	ENUE COLLECTION CLERK II 283 7 18620 Completion of two years studies in college INISTRATIVE AIDE I (Laborer I) 7 1 13000 Must be able to read and write Elementary School Graduate WELDER I 1021 4 15586 Elementary School Graduate Graduate EAVY EQUIPMENT OPERATOR II 883 6 17553 High School Graduate or Completion of relevant vocational/trade course NISTRATIVE AIDE III 1013 3 14678 Elementary School	ENUE COLLECTION CLERK II 283 7 18620 Completion of two years studies in college None required None required None required None required None required None Required Elementary School Graduate None Required RAYY EQUIPMENT OPERATOR II 883 6 17553 Completion of two years studies in college None Required None Required	ENUE COLLECTION CLERK II 283 7 18620 Completion of two years studies in college None required	ENUE COLLECTION CLERK II 283 7 18620 Completion of two years studies in college None required None Required	ENUE COLLECTION CLERK II 283 7 18620 Completion of two years studies in college None required None Required

8	ADMINISTRATIVE AIDE III (Carpenter I)	1012	3	14678	Elementary School Graduate	None Required	None Required	Carpenter (MC 11, s. 96 - Cat. 1)		City Engineer's Office
9	ADMINISTRATIVE AIDE IV (Mechanic I)	1016	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		City Engineer's Office
10	ADMINISTRATIVE OFFICER V	763	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	C	Baybay City Immaculate onception 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 February 15, 2023.

- 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 highly encourages all interested and qualified applicants and promotes equal employment oppurtunity 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. CAR	l					
City Mayor						
City of Baybay, Leyte R. Magsaysay St., Cor. Baybay City	D. Veloso St.					
bhrmopeso@yahoo.com						

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.