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| 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 | Baybay City 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 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 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, Leyte R. Magsaysay St., Cor. D. Veloso St.,
 Baybay City

bhrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.