

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

**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: January 30, 2024

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
CITY GOVERNMENT DEPARTMENT HEAD I (Business Permit and Licensing Officer)	1112	25	102690	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	City Mayor's Office
EXECUTIVE ASSISTANT I	1111	14	33843	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	City Mayor's Office
HEAVY 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
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

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 14, 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](http://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).

**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

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

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