

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:

MARIANTO E. GORGONIO

HRMO

Date: February 13, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Information Technology Officer I	1080	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office	
2	Information System Researcher I	1081	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office	
3	Information System Researcher I	1082	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office	
4	ADMINISTRATIVE AIDE III (Driver I)	1102	3	14678	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		City Disaster Risk Reduction & Management Office	
5	ADMINISTRATIVE AIDE III (Driver I)	1103	3	14678	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		City Disaster Risk Reduction & Management Office	
6	TRAFFIC AIDE III	1108	7	18620	High School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Traffic Management and Terminal Office	
7	TRAFFIC AIDE II	1109	5	16543	High School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Traffic Management and Terminal Office	
8	ADMINISTRATIVE AIDE IV (Bookbinder II)	1097	4	15586	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Administrator's Office	
9	ADMINISTRATIVE AIDE I (Utility Worker I)	1098	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Administrator's Office	

10	ENGINEER III	1070	19	51357	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	City Planning and Development Office
11	ENGINEER III	1071	19	51357	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	City Planning and Development Office
12	ENGINEER II	1072	16	15586	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	City Planning and Development Office
13	STATISTICIAN I	1073	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Planning and Development Office
14	ADMINISTRATIVE ASSISTANT	1074	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility	City Planning and Development Office
15	INSTRUMENTMAN	1075	5	16543	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Planning and Development Office
16	INSTRUMENTMAN	1076	5	16543	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Planning and Development Office
17	INSTRUMENTMAN	1077	5	16543	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Planning and Development Office
18	INSTRUMENTMAN	1078	5	16543	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Planning and Development Office
19	ADMINISTRATIVE AIDE V (Process Server)	1105	5	16543	High School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
20	SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)	1068	13	31320	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	City Accountant's Office
21	SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)	1069	13	31320	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	17 hours of relevant training	4 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	City Accountant's Office
22	INSTRUMENTMAN	1100	5	16543	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Assessor's Office

23	TAX MAPPER III	1101	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Assessor's Office
24	NURSE I	1106	11	27000	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health Office
25	NURSE I	1107	11	27000	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health Office
26	RADIOLOGIC TECHNOLOGIST I	1083	11	27000	Bachelor's degree in Radiologic Technology	None Required	None Required	RA 1080		Baybay City Immaculate Conception Hospital
27	RADIOLOGIC TECHNOLOGIST I	1084	11	27000	Bachelor's degree in Radiologic Technology	None Required	None Required	RA 1080		Baybay City Immaculate Conception Hospital
28	RADIOLOGIC TECHNOLOGIST I	1085	11	27000	Bachelor's degree in Radiologic Technology	None Required	None Required	RA 1080		Baybay City Immaculate Conception Hospital
29	RADIOLOGIC TECHNOLOGIST II	1086	15	36619	Bachelor's degree in Radiologic Technology	4 hours of relevant training	1 year of relevant experience	RA 1080		Baybay City Immaculate Conception Hospital
30	RADIOLOGIC TECHNOLOGIST II	1087	15	36619	Bachelor's degree in Radiologic Technology	4 hours of relevant training	1 year of relevant experience	RA 1080		Baybay City Immaculate Conception Hospital
31	RADIOLOGIC TECHNOLOGIST II	1088	15	36619	Bachelor's degree in Radiologic Technology	4 hours of relevant training	1 year of relevant experience	RA 1080		Baybay City Immaculate Conception Hospital
32	MEDICAL TECHNOLOGIST I	1089	11	27000	Bachelor's of Science in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080		Baybay City Immaculate Conception Hospital
33	MEDICAL TECHNOLOGIST I	1090	11	27000	Bachelor's of Science in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080		Baybay City Immaculate Conception Hospital

41	ADMINISTRATIVE AIDE IV (Electrician I)	2	4	15586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring)(-250 volts (MC 11, s. 96 - Cat. I)	City Engineer's Office
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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 28, 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

bhrompeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.