

Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY
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
Local Government Unit of Baybay in the CSC website:

MARIANITO E. GORGONIO

HRMO

Date: March 3, 2021

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	LOCAL ASSESS. OPERATIONS OFFICER II (Assessment Operation Officer II)	101	SG 15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service(Professional) Second Level Eligibility		City Assessor's Office
2	PROJECT EVALUATION OFFICER I	289	SG 11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service(Professional) Second Level Eligibility		City Assessor's Office
3	ASSESSMENT CLERK III	304	SG 9	19,552.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service(Subprofessional) First Level Eligibility		City Assessor'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 March 23, 2021.

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.

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.

PWD's are encouraged to apply