

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 26, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	157	SG 9	19,552.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility		City Mayor's Office
2	LABORATORY TECHNICIAN I	54	SG 6	16,200.00	Completion of two years studies in college	None required	None required	None required (MC 11, s. 96 - Cat. III)		Economic Enterprise Mngt. Office
3	ADMINISTRATIVE AIDE IV (Electrician I)	2	SG 4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250Volts)(MC II, 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 April 15, 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](http://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 Ave., Baybay City

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

PWD's are encouraged to apply

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.