

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:


MARIANITOE GORGONIO
HRMO

Date: June 29, 2022

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	ADMINISTRATIVE AIDE I (Utility Worker I)	345	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Local Civil Registrar's Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	137	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
3	ADMINISTRATIVE ASSISTANT II (DEMO II)	267	8	18998	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 Treasurer's Office
4	REVENUE COLLECTION CLERK I	697	5	15909	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
5	ENGINEER II	366	16	38150	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		City Engineer's Office
6	MIDWIFE II	49-3	11	25439	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office

7	REVENUE COLLECTION CLERK I	71	5	15909	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
8	REVENUE COLLECTION CLERK III	109	9	20402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience		Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
9	SENIOR AGRICULTURIST	456	18	45203	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Agriculturist's Office
10	ADMINISTRATIVE AIDE I (Utility Worker I)	723	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City General Services 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 July 14, 2022.

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. Valoso St.,
Baybay City

bhrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply