

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:

MARIANITO E. GORGONIO

HRMO

Date:

August 19, 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	ADMINISTRATIVE OFFICER II (Fiscal Examiner I)	308	11	23877	Bachelor's degree relevant to the job	None required	None required	CS (Professional) Second Level Eligibility		City Accountant's Office
2	ADMINISTRATIVE AIDE IV (Bookbinder II)	716	4	14400	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Accountant's Office
3	ADMINISTRATIVE AIDE II (Bookbinder I)	312, 314	2	12790	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Accountant's Office
4	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	329	4	14400	Completion of two years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility		City Accountant's Office
5	ADMINISTRATIVE AIDE I (Laborer I)	14	1	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		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 September 3, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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

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1	ADMINISTRATIVE OFFICER V (Mngt. & Audit Analyst III)	307	SG 18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional) Second Level Eligibility		City Accountant's Office

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