

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: September 21, 2022

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	SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)	1068	13	29798	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
2	SENIOR ADMINISTRATIVE ASSISTANT I (Data Controller IV)	1069	13	29798	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
3	ENGINEER III	1070	19	49835	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Planning & Development Office
4	ENGINEER III	1071	19	49835	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Planning & Development Office
5	ENGINEER II	1072	16	38150	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		City Planning & Development Office
6	STATISTICIAN I	1073	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Planning & Development Office
7	ADMINISTRATIVE ASSISTANT (Administrative Assistant II)	1074	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Planning & Development Office

8	INSTRUMENTMAN	1075	5	15909	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 Cat. III)	City Planning & Development Office
9	INSTRUMENTMAN	1076	5	15909	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 Cat. III)	City Planning & Development Office
10	INSTRUMENTMAN	1077	5	15909	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 Cat. III)	City Planning & Development Office
11	INSTRUMENTMAN	1078	5	15909	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 Cat. III)	City Planning & Development Office
12	ADMINISTRATIVE AIDE I (Utility Worker I)	1079	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Planning & Development 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 October 6, 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. Veloso St.,
 Baybay City

bhrrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.