

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: October 18, 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	SECURITY GUARD III	890	8	18,251	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. - Cat. II)		City Mayor's Office
2	ADMINISTRATIVE OFFICER III (Records Officer II)	341	14	30,799	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility		Local Civil Registrar's Office
3	HEAVY EQUIPMENT OPERATOR II	883, 884	6	16,200	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		City Engineer's Office
4	AGRICULTURAL TECHNOLOGIST	850, 851, 852, 5593-150	10	21,205	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080		City Agriculture'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 November 2, 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

bhrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply