

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 GSC website:

MARIANITO E. GORGONIO

HRMO

Date:

November 16, 2021

| No. | Position Title<br>(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 IV (Clerk II)                      | 234                | 4                      | 14,400         | Completion of two years studies in college | None required                | None required                 | Career Service (Subprofessional) First Level Eligibility |                            | City Budget Office                    |
| 2   | ADMINISTRATIVE AIDE I (Utility Worker I)               | 84                 | 1                      | 12,034         | 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 AIDE IV (Clerk II)                      | 682                | 4                      | 14,400         | Completion of two years studies in college | None required                | None required                 | Career Service (Subprofessional) First Level Eligibility |                            | Internal Audit Services Office        |
| 4   | ADMINISTRATIVE ASSISTANT II (Clerk IV)                 | 106                | 8                      | 18,251         | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility |                            | Sangguniang Panlungsod Office         |
| 5   | ADMINISTRATIVE AIDE I (Utility Worker I)               | 625                | 1                      | 12,034         | Must be able to read and write             | None required                | None required                 | None required (MC 11, s. 96 - Cat. III)                  |                            | Economic Enterprise Management 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 December 1, 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](mailto:bhrmopeso@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

PWD's are encouraged to apply

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|     |  |                    |                        |                | Education                                  | Training                     | Experience                    | Eligibility  | Competency (if applicable) |                                       |
| 6   | ADMINISTRATIVE AIDE I<br>(Laborer I)                   | 9                  | 1                      | 12,034         | Must be able to read and write             | None required                | None required                 | None required (MC 11, s. 96 - Cat. III)                  |                            | City Engineer's Office                |
| 7   | ADMINISTRATIVE ASSISTANT II (Clerk IV)                 | 99                 | 8                      | 18,251         | 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               |
| 8   | RADIOLOGIC TECHNOLOGIST I                              | 53                 | 11                     | 23,877         | BS in Radiologic Technology                | None required                | None required                 | RA 1080  |                            | Economic Enterprise Management Office |
| 9   | ADMINISTRATIVE AIDE I (Utility Worker I)               | 135                | 1                      | 12,034         | Must be able to read and write             | None required                | None required                 | None required (MC 11, s. 96 - Cat. III)                  |                            | Tourism Office                        |

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|-----|--|--------------------|------------------------|----------------|--|---------------|---------------|--|----------------------------|--|
|     |  |                    |                        |                | Education                                  | Training      | Experience    | Eligibility  | Competency (if applicable) |  |
| 10  | NURSING ATTENDANT I                                    | 708, 709, 710      | 4                      | 14,400         | Elementary School Graduate                 | None required | None required | None required (MC 11, s. 96 - Cat. III)                  |                            | Local Disaster Risk Reduction Mngt. Office |
| 11  | ADMINISTRATIVE AIDE IV (Clerk II)                      | 11                 | 4                      | 14,400         | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) First Level Eligibility |                            | City Mayor's Office                        |
| 12  | ADMINISTRATIVE AIDE I (Utility Worker I)               | 24                 | 1                      | 12,034         | Must be able to read and write             | None required | None required | None required (MC 11, s. 96 - Cat. III)                  |                            | City Mayor's Office                        |
| 13  | NURSE I  | 806                | 11                     | 23,877         | Bachelor of Science in Nursing             | None required | None required | RA 1080  |                            | Immaculate Conception Hospital             |

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