

Republic of the Philippines  
**CGO CALBAYOG**  
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 CALBAYOG in the CSC website:

*Flora*  
\_\_\_\_\_  
**FLORANTE N. AQUINO**  
HRMO

Date: \_\_\_\_\_ January 6, 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 III (Utility Worker II)	117	3	13019	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
	XXXXXXXXXXXXXXXXXXXX									

We encourage diverse applicants regardless of age, religion, disability, political affiliation and sexual/gender orientation. 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 January 21, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (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:

**DIEGO P. RIVERA**  
\_\_\_\_\_  
City Mayor  
\_\_\_\_\_  
City Hall, Brgy. Central, J.D. Avelino St., Calbayog City  
[calbayogchrmo@yahoo.com](mailto:calbayogchrmo@yahoo.com)

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