

Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF 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 LGU Calbayog in the CSC Website.

*Florante N. Aquino*  
**FLORANTE N. AQUINO**  
OIC- CHRM Officer  
March 4, 2021

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	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	355	7	16,458.00	Elementary School Graduate	None Required	None Required	None Required		City Administrator's Office
2	LOCAL LEGISLATIVE STAFF ASSISTANT III	51	10	20,219.00	Completion of 2 years studies in college	8 hours of relevant trainingf	2 years of relevant experience	CS SubProf./ First Level		City Mayor's Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	162	1	11,551.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interest and qualified applicants should signify their interest in writing. Attach the following to the application letter and send to the address below not later than March 19, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 121, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance rating in the last 2 rating period (if applicable).
3. Photocopy of certificate of eligibility/ rating/ license.

QUALIFIED APPLICANTS are advised to hand-in or send through courier/ email their application to:

**RONALDO P. AQUINO, CPA**  
City Mayor

Thru:

**FLORANTE N. AQUINO**  
OIC- CHRM Officer