


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
OIC- CHRM Officer
March 31, 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	
1	COMMUNITY AFFAIRS OFFICER I	41	11	22,316.00	Bachelor's Degree	None required	None required	CS Prof./ Second Level	City Mayor's Office
2	LOCAL TREASURY OPERATIONS OFFICER II	628	15	32,053.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level	City Treasurer's Office
3	ADMINISTRATIVE AIDE I (UW I)	525	1	11,551.00	Must be able to read and write	None required	None required	None required	General Services Office
4	ADMINISTRATIVE AIDE I (UW I)	523	1	11,551.00	Must be able to read and write	None required	None required	None required	General Services Office
5	ADMINISTRATIVE AIDE VI (UF)	545	6	15,524.00	Elementary School Graduate	None required	None required	None required	City Solid Waste Mgt. Office
6	ADMINISTRATIVE AIDE III (UW II)	170	3	13,019.00	Must be able to read and write	None required	None required	None required	City Mayor's Office
7	ADMINISTRATIVE AIDE I (UW I)	153	1	11,551.00	Must be able to read and write	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 April 15, 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
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:

DIEGO P. RIVERA
City Mayor

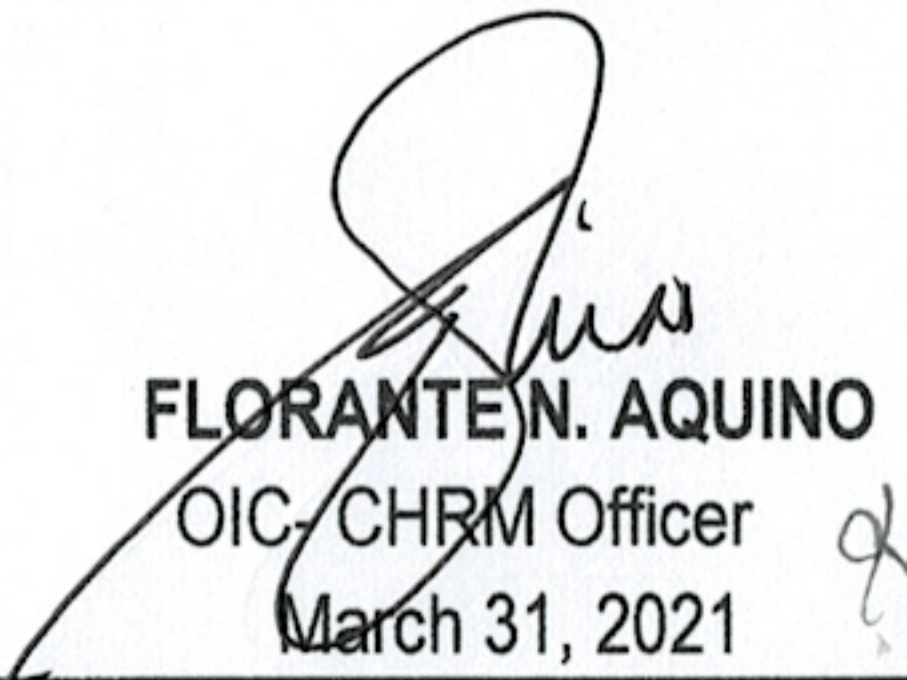
Thru:

FLORANTE N. AQUINO
OIC- CHRM Officer
Email Add: calbayog_chrmo@yahoo.com

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8	SOCIAL WELFARE ASSISTANT	922	8	17,505.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		City Population Office
9	ADMINISTRATIVE AIDE I (UW I)	834	1	11,551.00	Must be able to read and write	None required	None required	None required		City Health Office
10	ADMINISTRATIVE AIDE III (UW II)	115	3	13,019.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
11	ADMINISTRATIVE AIDE VI (UF)	74	6	15,524.00	Elementary School Graduate	None required	None required	None required		City Mayor's Office
12	ADMINISTRATIVE ASSISTANT II (Labor Gen. Foreman)	56	8	17,505.00	High School Graduate	4 hours relevant training	1 year relevant experience	None required		City Mayor's Office
13	ADMINISTRATIVE AIDE III (UW II)	10-E	3	13,019.00	Must be able to read and write	None required	None required	None required		Eco. Enterprise Dev't. & Mgt. Office
14	ADMINISTRATIVE AIDE I (UW I)	26-E	1	11,551.00	Must be able to read and write	None required	None required	None required		Eco. Enterprise Dev't. & Mgt. Office

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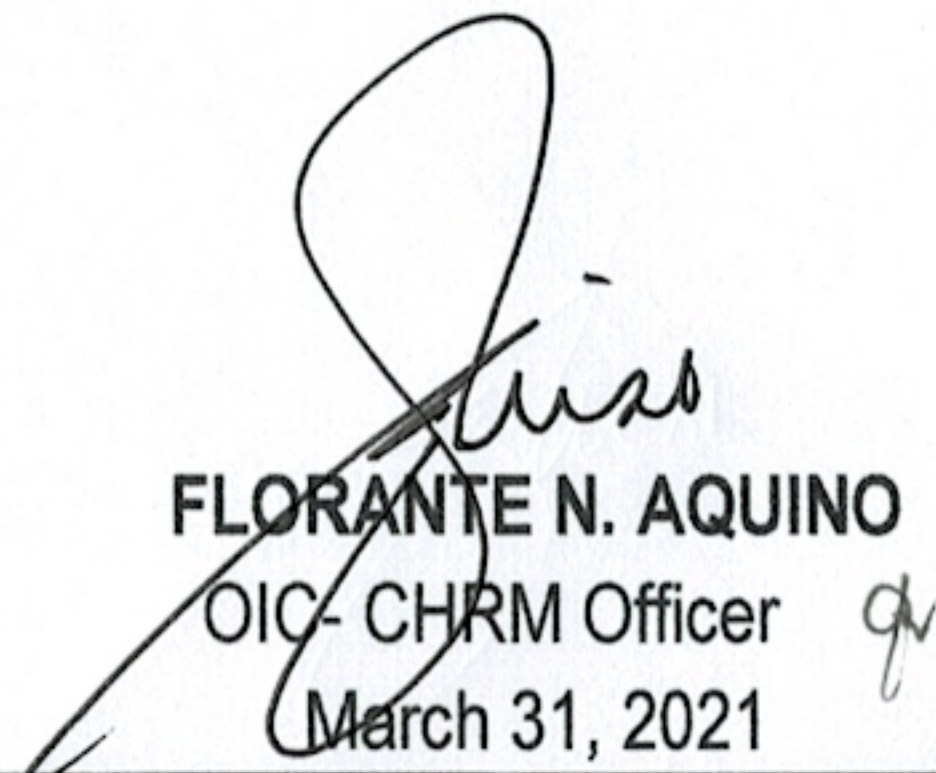
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15	ADMINISTRATIVE AIDE III (UW II)	649	3	13,019.00	Must be able to read and write	None required	None required	None required		City Disaster Risk Reduction Mgt. Office
16	COMMUNITY AFFAIRS OFFICER I	225	11	22,316.00	Bachelor's Degree	None required	None required	CS Prof./ Second Level		City Disaster Risk Reduction Mgt. Office
17	ADMINISTRATIVE AIDE III (UW II)	1010	3	13,019.00	Must be able to read and write	None required	None required	None required		City Environment & Natural Resources Office
18	ADMINISTRATIVE AIDE IV (Reproduction Machine Oper. II)	1075	4	13,807.00	Elementary School Graduate	None required	None required	None required		City Engineering Office
19	ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)	789	11	22,316.00	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	CS SubProf./ First Level		City Health Office
20	REVENUE COLLECTION CLERK II	17-E	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS SubProf./ First Level		Eco. Enterprise Devt. & Mgt. Office
21	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	867	15	32,053.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		Sangguniang Panlungsod Office

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