

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*  
**FLORENTINO N. AQUINO**  
OIC- CHRM Officer  
April 21, 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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	532	23	75,359.00	Bachelor's Degree in Agriculture or any allied field	120 hours of supervisory/mana- gement learning and development intervention undertaken within the last 5 years	3 years of supervisory/ management experience	CS Prof./ Second Level Eligibility, preferably a Licensed Agriculturist	Building Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching for Results; Thinking Strategically & Creatively	City Agriculture Office
2	ADMINISTRATIVE OFFICER V (Records Officer III)	438	18	42,159.00	Bachelor's Degree	8 hours relevant experience	2 years of relevant experience	CS Prof./ Second Level		General Services 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 May 6, 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:

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