

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.

[Signature]
FLORANTE N. AQUINO
OIC- CHRM Officer

6/25/2021

No.	Position Title, if applicable	Planilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assi
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE OFFICER IV (Management & Audit Analyst II)	590	15	32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/2nd Level Eligibility	City Accounting C
2	ADMINISTRATIVE OFFICER V (Records Officer III)	438	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years relevant experience	CS Professional/2nd Level Eligibility	General Services
3	WATCHMAN I	501	2	12,276.00	Elementary School Graduate	None Required	None Required	None Required	General Services
4	ADMINISTRATIVE ASSISTANT I (Reproduction Machine Operator III)	62	7	16,458.00	Elementary School Graduate	None Required	None Required	None Required	City Housing Dev't
5	REVENUE COLLECTION CLERK II	16-E	7	16,458.00	Completion of two years studies in college	None Required	None Required	CS SubProf./ First Level	Eco. Enterprise D Mgt. Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interesse and qualified applicants should signify their interest in writing. After following to the application letter and send to the address below not later than July 10, 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