


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:


MA. RISSA T. COLICO, JD
OIC - CHRM Officer
Date: September 1, 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	City Government Department Head I (City Treasurer)	615	25	96,985.00	A holder of college degree preferably in Commerce, Public Administration or Law from a recognized college or university	None required	5 years in treasury or accounting service	Local Treasurer Eligibility (LTE)/ Career Service Professional/First Grade Eligibility	Intermediate Competency on Local Treasury Examination/ Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Treasurer's Office LGU-Calbayog City

2	City Government Department Head I (City Economic & Investment Promotions Officer)	1-E	25	96,985.00	Bachelor's degree preferably in Public Administration or Business Administration from a recognized college or university	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	Core: Exemplifying Integrity, Solving Problems & Decision Making, Delivering Service Excellence. Leadership: Leading Change, Managing Performance and Coaching for Results, Building Collaborative Inclusive Working Relationship, Creating and Nurturing a High Performing Organization, Thinking Strategically and Creatively .	City Economic & Investment Promotions Office LGU-Calbayog City
3	City Govt. Assistant Department Head I (Assistant City Assessor)	654	23	75,359.00	Bachelor's Degree preferably in Civil or Mechanical Engineering Commerce or any related course from a recognized college or university	None required	Must have acquired experience in assessment or in any related field work for at least three (3) years	1st Grade Civil Service Eligibility or its equivalent RA 1080 (Real Estate Service)	Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Assessor's Office LGU-Calbayog City

4	City Govt. Assistant Department Head I (Assistant City Accountant)	477	23	75,359.00	Bachelor of Science in Commerce - Major in Accounting	None required	4 years experience relevant to the job	RA 1080 (Certified Public Accountant)	Core: Exemplifying Integrity, Solving Problems & Decision Making, Delivering Service Excellence. Leadership: Leading Change, Managing Performance and Coaching for Results, Building Collaborative Inclusive Working Relationship, Creating and Nurturing a High Performing Organization, Thinking Strategically and Creatively .	City Accountant's Office LGU-Calbayog City
5	Architect IV	1023	22	66,867.00	Bachelor's Degree in Architecture	16 hours of relevant training	3 years of relevant experience	RA 1080 (Architect)		City Engineering Office LGU-Calbayog City
6	Supervising Administrative Officer	435	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City General Services Office LGU-Calbayog City

7	Dentist II	770	17	43,030.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist Licensure Examination) Licensed Dentist		City Health Office LGU-Calbayog City
---	------------	-----	----	-----------	---	---------------------------------	----------------------------------	--	--	---

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 September 16, 2022:

1. Duly signed and updated Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Latest Copy of Performance Rating (Very Satisfactory Service) for the last two (2) rating periods preceding this publication or any of its equivalent for external applicants (If applicable);
3. Photocopy of Certificate of Eligibility/Rating/License;
4. Photocopy of Transcript of Records and/or Diploma;
5. Authenticated copy of Certificate of Grades for Master's Degree earned units (If applicable);
6. Certificate of Relevant Trainings / Learning and Development Programs attended (If applicable).
7. Copy of Service Record and/or Certificate of Employment indicating the supervisory/managerial/technical functions and responsibilities as Certified by the Human Resource Management Officer or any authorized representative (Note: Special Order or Designation Order should also be attached for the supervisory and managerial functions as additional supporting document);
8. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE).

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

Hon. RAYMUND C. UY

City Mayor

City Government of Calbayog

chrmo22cyp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

