

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Flaw

FLORANTE N. AQUINO
HRMO

Date: October 11, 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	TOURISM OPERATIONS OFFICER I	41	II	22,316.00	Bachelor's degree in Tourism, business law, economics, marketing, public administration or other related fields.	None required	None required	CS Prof./ Second Level		City Tourism & Information Office
2	REVENUE COLLECTION CLERK II	65	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS SubProf./ First Level		City Mayor's Office
3	ADMINISTRATIVE AIDE III (Utility Worker II)	121	3	13,019.00	Must be able to read and write	None required	None required	None required		City Mayor's Office

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 October 26, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

FLORANTE N. AQUINO

OIC CHRM Officer

LGU Calbayog City

calbayog.chrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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4	ADMINISTRATIVE AIDE III (Utility Worker II)	483	3	13,019.00	Must be able to read and write	None required	None required	None required		General Services Office
5	WATCHMAN I	496	2	12,276.00	Elementary School Graduate	None required	None required	None required		City Mayor's Office
6	POPULATION PROGRAM WORKER II	818	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS SubProf./ First Level		City Health Office

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HRMO

Date: October 11, 2021

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	ADMINISTRATIVE AIDE I (Utility Worker I)	167	I	11,551.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
8	ADMINISTRATIVE AIDE III (Utility Worker II)	332	3	13,019.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
9	LOCAL TREASURY OPERATIONS OFFICER I	869	II	22,316.00	Bachelor's Degree	None required	None required	CS Prof./ Second Level		City Treasurer's Office

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10	ADMINISTRATIVE AIDE I (Utility Worker I)	997	I	11,551.00	Must be able to read and write	None required	None required	None required		City Veterinary Office
11	ADMINISTRATIVE AIDE I (Utility Worker I)	999	I	11,551.00	Must be able to read and write	None required	None required	None required		City Veterinary Office
	NOTHING FOLLOWS									

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