

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:


FLORANTE N. AQUINO
HRMO

Date: November 10, 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 DEPARTMENT HEAD I (City Human Resource Management Officer)	360	25	96,985.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of supervisory management & development intervention undertaken within the last 5 years	5 years supervisory/ management experience	CS Prof./ Second Level Eligibility	Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching Results; Thinking Strategically and Creatively	City Human Resource Management Office

We encourage diverse applicants regardless of age, religion, disability, political affiliation and sexual/ gender orientation. 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 November 25, 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
City Hall, J.D. Avelino Ave. Calbayog City
calbayogchrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.