

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 17, 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	HEAVY EQUIPMENT OPERATOR I	1077	4	13807	High School Graduate or completion of relevant vocational	None Required	None Required	Heavy Equipment Operator MC 'D, s.of 2012 Cat. II		City Engineering Office
2	SUPERVISING ADMIN. OFFICER (Administrative Officer IV)	684	22	66867	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		City Tourism & Information Office
3	SALES PROMOTION SUPERVISOR I	957	10	20219	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		City Agriculture Office
4	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	705	9	18763	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		City Arts & Culture 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 December 2, 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:

DIEGO P. RIVERA

City Mayor

City Hall, J.D. Avelino St., Calbayog City

calbayogchrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.