


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
Request for Publication of Vacant Positions

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

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:


FLORANTE N. AQUINO
OIC- CHRMO

Date: October 22, 2018

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	SOCIAL WELFARE AIDE	99	4/1	145,860.00	High School Graduate	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City
2	ADMINISTRATIVE AIDE III (UW II)	118	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUCalbayog City
3	ADMIN. AIDE VI (UF)	315	6/1	166,212.00	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	Sangguniang Panlungsod
4	ADMINISTRATIVE AIDE III (UW II)	332	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Sangguniang Panlungsod
5	ADMINISTRATIVE OFFICER I (Records Officer I)	354	10/1	218,604.00	Bachelor's Degree	None Required	None Required	None Required	CS Prof./ Second Level	None Required	LGUCalbayog 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 November 6, 2018.

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- CHRMO
HRMO, City Hall, J.D. Avelino St., Calbayog Ci
Email Add: dolores.mancol@yahoo.com