

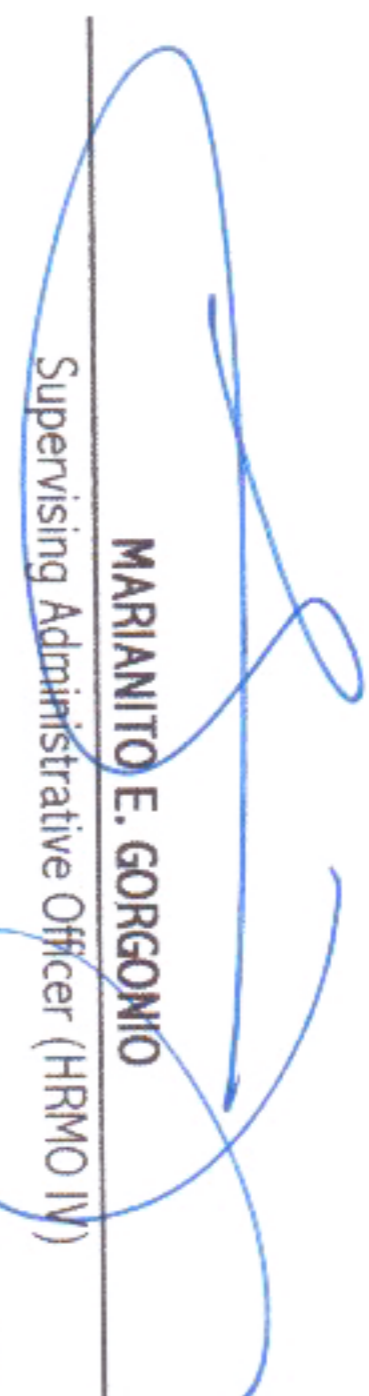
Electronic copy to be submitted to  
the CSC FO must be in MS Excel

*Republic of the Philippines*  
PROVINCE OF LEYTE  
**CITY OF BAYBAY**  
**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

**Local Government Unit of Baybay** in the CSC website:

  
**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
Date: January 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE IV (Stenographer I)	36	SG 4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office
2	LOCAL LEGISLATIVE STAFF OFFICER II	736	SG 13	25,232.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	234	SG 4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Budget Office
4	ADMINISTRATIVE OFFICER II (Budget Officer I)	237	SG 11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Budget Office
5	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	730	SG 7	15,738.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)		City Budget Office

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

*Republic of the Philippines*  
PROVINCE OF LEYTE  
**CITY OF BAYBAY**  
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

Local Government Unit of Baybay in the CSC website:

**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
Date: January 14, 2019

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)	
6	YOUTH DEVELOPMENT ASSISTANT I	414	SG 5	14,007.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Social Welfare & Development Office
7	ENGINEER III	365	SG 19	45,269.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Engineer'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 \_\_\_\_\_, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
City of Baybay, Leyte  
R. Magsaysay St., Cor. D. Veloso St., Baybay City  
[bhrompeso@yahoo.com](mailto:bhrompeso@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply