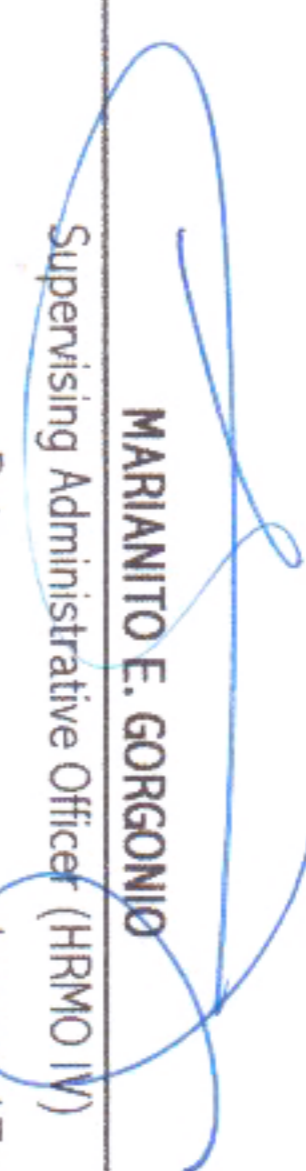


Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY
Request for Publication of Vacant Positions

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:

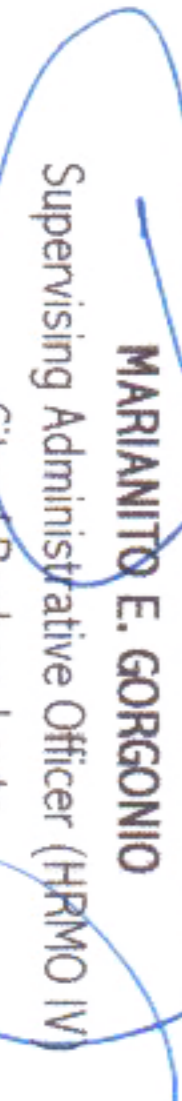

MARIANITO E. GORGONIO
Supervising Administrative Officer (HRMO IV)
Date: January 17, 2019

| 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) | |
| 1 | ADMINISTRATIVE ASSISTANT I (Bookbinder III) | 690 | SG 7 | 15,738.00 | Elementary School Graduate | None required | None required | None required (MC 11, s. 96 - Cat III) | | Sangguniang Panlungsod Office |
| 2 | ADMINISTRATIVE ASSISTANT VI (Computer Operator III) | 233 | SG 12 | 22,938.00 | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 8 hours or relevant training | 2 years of relevant experience | Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility | | City Budget 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;
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
bhromoposo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply