

Republic of the Philippines


PROVINCE OF LEYTE

CITY OF BAYBAY

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of
(Local Government of Unit of Baybay City, Leyte) in the CSC website:


CARMEL L. CARI
City Mayor

Date:

May 30, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ADMINISTRATIVE OFFICER IV (HRMO II)	12	SG 15	348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
2	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	157	SG 9	209,676.00	Completion of two years studies in college or High School Graduate with relevant vocational /trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11.s. 96 Cat. I First Level Eligibility		City Mayor's Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	718,719 & 726	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11.s.96-Cat. III)		City Mayor's Office
4	ADMINISTRATIVE AIDE IV (Bookbinder II)	714 & 715	SG 4	152,088.00	Elementary School Graduate	None required	None required	None required (MC 11.s.96-Cat. III)		City Mayor's Office

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5	ADMINISTRATIVE ASSISTANT II	707	SG 8	195,384.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
6	NURSING ATTENDANT I	708,709, 710 & 711	SG 4	152,088.00	Elementary School Graduate	None required	None required	None required (MC 11 s.96-Cat. III)		City Mayor's Office
7	ADMINISTRATIVE AIDE IV (Stenographer)	36	SG 4	152,088.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office
8	ADMINISTRATIVE AIDE IV (Clerk II)	37	SG 4	152,088.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	ADMINISTRATIVE OFFICER III (Records Officer II)	215	SG 14	317,928.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
10	ADMINISTRATIVE AIDE II (Bookbinder I)	217	SG 2	134,400.00	Elementary School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)		Sangguniang Panlungsod Office
11	ADMINISTRATIVE AIDE I (Utility Worker I)	720	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		Sangguniang Panlungsod Office
12	CITY GOV'T. DEPARTMENT HEAD I (City Legal Officer I)	218	SG 25	989,268.00	Bachelor of Law	None	5 years experience in the practice of law	RA 1080		City Legal Office

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CARMEN L. CARI
City Mayor

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	ADMINISTRATIVE AIDE I (Utility Worker I)	721	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City Legal Office
14	ADMINISTRATIVE AIDE I (Utility Worker I)	722	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City Planning & Dev't. Office
15	ADMINISTRATIVE AIDE I (Utility Worker I)	728	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		Local Civil Registrar's Office

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CARMELO L. CARI
City Mayor

Date: May 30, 2018

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					Education	Training	Experience	Eligibility	
16	CITY GOV'T. DEPARTMENT HEAD I (City General Services Officer I)	551	SG 25	989,268.00	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	First grade or its equivalent	City General Services Office
17	PUBLIC SERVICES OFFICER III	563	SG 18	457,020.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	City General Services Office

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CARMIN L. CARI
City Mayor

Date:

May 30, 2018

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
18	ADMINISTRATIVE AIDE I (Utility Worker I)	723 & 729	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City General Services Office
19	ADMINISTRATIVE ASSISTANT VI (Computer Operator III)	233	SG 12	265,788.00	Completion of two years studies in college or High School Graduate with relevant vocational /trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s. 96 Cat. I First Level Eligibility		City Budget Office
20	ADMINISTRATIVE AIDE III (Utility Worker I)	698,699 & 700	SG 3	142,968.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City Budget Office
21	CITY GOV'T. DEPARTMENT HEAD I (City Accountant I)	97	SG 25	989,268.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None	5 years experience in the treasury or accounting service	RA 1080		City Accountant's Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
22	ADMINISTRATIVE OFFICER II (Fiscal Examiner I)	308	SG 11	242,148.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	City Accountant's Office
23	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	309	SG 4	152,088.00	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Accountant's Office
24	ADMINISTRATIVE AIDE III (Clerk I)	310	SG 3	142,968.00	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Accountant's Office
25	ADMINISTRATIVE AIDE IV (Bookbinder II)	716 & 717	SG 4	152,088.00	Elementary School Graduate	None required	None required	None required	None required (MC 11,s.96-Cat. III)	City Accountant's Office
26	CITY GOV'T. ASST. DEPT. HEAD I (Assistant City Treasurer)	56	SG 23	787,248.00	Bachelor's degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	City Treasurer's Office	

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CARMEN L. CARI
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Date:

May 30, 2018

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					Education	Training	Experience	Eligibility		Competency (if applicable)
27	REVENUE COLLECTION CLERK I	67	SG 5	161,772.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
28	REVENUE COLLECTION CLERK I	692	SG 5	161,772.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
29	REVENUE COLLECTION CLERK I	697	SG 5	161,772.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
30	CITY GOV'T. DEPT. HEAD I (City Assessor I)	72	SG 25	989,268.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years experience in real property assessment work or in any related field	First grade or its equivalent		City Assessor's Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
31	PROJECT EVALUATION OFFICER I	289	SG 11	242,148.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	City Assessor's Office
32	ADMINISTRATIVE ASSISTANT II (Data Entry Machine Operator II)	305	SG 8	195,384.00	Completion of two years studies in college or High School Graduate with relevant vocational /trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11.s. 96 Cat. I First Level Eligibility	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office
33	ASSESSMENT CLERK III	304	SG 9	209,676.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office
34	ADMINISTRATIVE AIDE II (Messenger)	292	SG 2	134,400.00	Elementary School Graduate	None required	None required	None required (MC 11.s.96-Cat. III)	None required (MC 11.s.96-Cat. III)	City Assessor's Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
35	ADMINISTRATIVE AIDE II (Bookbinder I)	298	SG 2	134,400.00	Elementary School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)		City Assessor's Office
36	ADMINISTRATIVE AIDE I (Utility Worker I)	712	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City Assessor's Office
37	ASSESSMENT CLERK II	713	SG 6	172,080.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Assessor's Office
38	CITY GOV'T. DEPT. HEAD I (City Health Officer II)	662	SG 25	989,268.00	Doctor of Medicine	None	3 years experience as medical practitioner	RA 1080		City Health Office
39	SANITATION INSPECTOR II	120	SG 8	195,384.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office
40	NURSE II	47-2	SG 15	348,120.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office

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41	ADMINISTRATIVE AIDE I (Utility Worker I)	724	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		City Social Welfare & Dev't. Office
42	SENIOR AGRICULTURIST	456	SG 18	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Agriculture's Office
43	CITY GOV'T. DEPT. HEAD I (City Veterinarian I)	538	SG 25	989,268.00	Doctor of Veterinary Medicine	None	3 years experience in the practice of veterinary	RA 1080		City Veterinary Office
44	VETERINARIAN III	691	SG 19	505,188.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Veterinary Office
45	VETERINARIAN II	539	SG 16	381,180.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Veterinary Office

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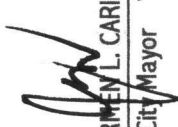
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46	ELECTRICAL INSPECTOR II	377	SG 8	195,384.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11.s.96-Cat. 1)		City Engineer's Office
47	ADMINISTRATIVE AIDE I (Utility Worker I)	727	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11.s.96-Cat. III)		City Engineer's Office
48	ADMINISTRATIVE AIDE III (Utility Worker II)	687	SG 3	142,968.00	Must be able to read and write	None required	None required	None required (MC 11.s.96-Cat. III)		Economic Enterprise Mngt. Office
49	LABORATORY TECHNICIAN I	54	SG 6	172,080.00	Completion of two years studies in college	None required	None required	None required (MC 11.s.96-Cat. III)		Economic Enterprise Mngt. Office
50	NURSE II	701,702 & 703	SG 15	348,120.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Economic Enterprise Mngt. Office

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51	NURSING ATTENDANT II	704 & 705	SG 6	172,080.00	Elementary School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)	Economic Enterprise Mngt. Office
52	ADMINISTRATIVE AIDE III (Utility Worker II)	706	SG 3	142,968.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)	Economic Enterprise Mngt. Office
53	MARKET SUPERVISOR II	15	SG 14	317,928.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Economic Enterprise Mngt. Office
54	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	658	SG 8	195,384.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Economic Enterprise Mngt. Office

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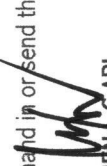
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					Education	Training	Experience	Eligibility	
55	ADMINISTRATIVE AIDE I (Utility Worker I)	725	SG 1	126,120.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)	City Environment & Nat'l. Resources Office

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:


CARMEN L. CARI
City Mayor
City of Baybay, Leyte

R. Magsaysay St., Cor. D. Veloso St., Baybay City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged