


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:

  
CARMEN L. CARI  
City Mayor

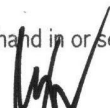
Date:

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	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 required	5 years experience in real property assessment work or in any related field	RA 1080 (Real State Service)		City Assessor's Office
2	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 RA 1080		City Agriculture's Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	313	SG 1	126,120.00	Must be able to read and write	None required	None required	None required		City Accounting 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 February 28, 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:

  
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 to apply