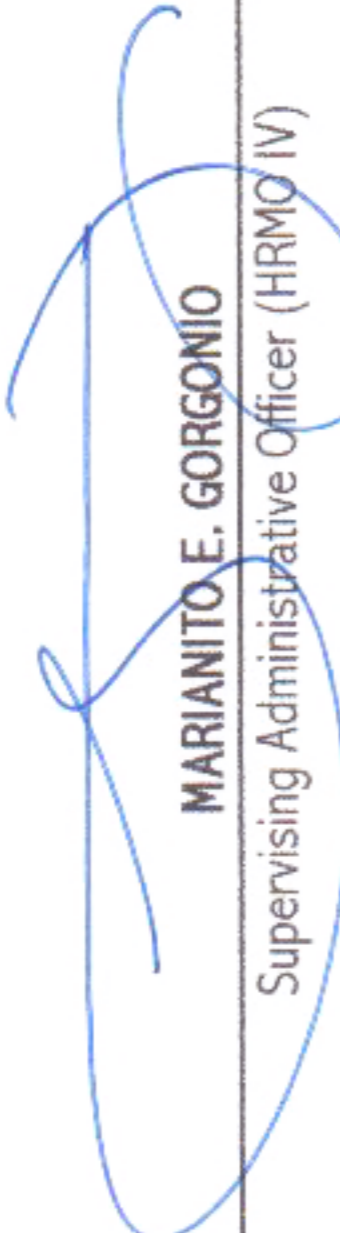


*Republic of the Philippines*  
PROVINCE OF LEYTE  
**CITY OF BAYBAY**  
**Request for Publication of Vacant Positions**

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:

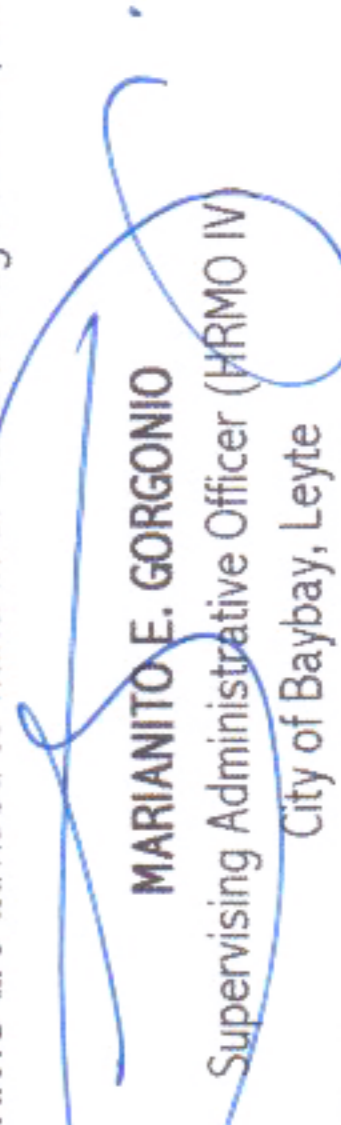
  
**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
Date: September 4, 2018

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 III (Utility Worker II)	698,699 & 700	SG 3	11,914.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat. III)		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](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  
[bhromoposo@yahoo.com](mailto:bhromoposo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply