


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

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

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 12, 2018

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	
1	ADMINISTRATIVE AIDE VI (Clerk III)	3	SG 6	14,340.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Mayor's Office
2	ADMINISTRATIVE AIDE II (Bookbinder I)	212	SG 2	11,200.00	Elementary School Graduate	None required	None required	None required (MC 11.s.96-Cat. III)	Sangguniang Panlungsod Office
3	ASSESSMENT CLERK I	74	SG 4	12,674.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office



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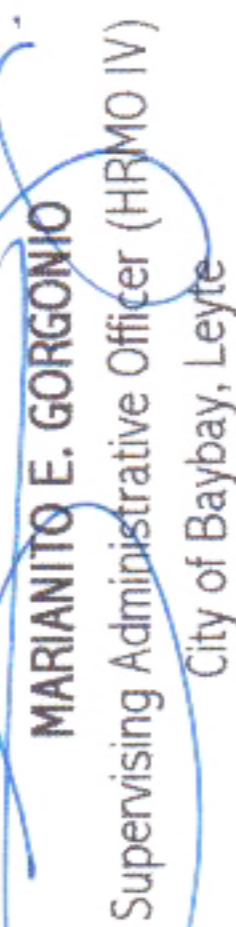
Date: September 12, 2018

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		
4	LICENSE INSPECTOR I	17	SG 6	14,340.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer'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  
[bnrmopeso@yahoo.com](mailto:bnrmopeso@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply