



Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC F
must be in MS Excel format

to: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Calbayog City in the CSC website:

[Signature]
RONALDO P. AQUINO, CPA
(Head of Agency)

Date: 20-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Relevant Training	Relevant Experience	Eligibility	Competency (if applicable)		
1	CITY GOV'T. DEPT. HEAD I	203	25/1	857,712.00	Bachelor's Degree	32 hours of training in management & supervision	5 years in position involving management and supervision	CS Prof. / Second Level		LGU Calbayog City	
2	CITY GOV'T. DEPT. HEAD I	245	25/1	857,712.00	Bachelor's Degree	32 hours of training in management & supervision	5 years in position involving management and supervision	CS Prof. / Second Level		LGU Calbayog City	
3	FARM SUPERVISOR	885	8/1	189,816.00	High School Graduate	4 hours relevant training	1 year relevant experience	None Required		LGU Calbayog City	

- 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 August 5, 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.
- UNQUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RONALDO P. AQUINO, CPA
City Mayor

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	CITY GOV'T. DEPT. HEAD I	203	25/1	857,712.00	Master's Degree or Certificate in Leadership & Management from CSC	120 hours of supervisory training & development intervention undertaken with the last 5 years	5 years in position involving management and supervision	CS Prof./ Second Level		LGU Calbayog C
2	LABORATORY AIDE II	232	4/1	145,860.00	Elem. School Graduate	None Required	None Required	None Required		LGU Calbayog C
3	CITY GOV'T. DEPT. HEAD I	245	25/1	857,712.00	Master's Degree or Certificate in Leadership & Management from CSC	120 hours of supervisory training & development intervention undertaken with the last 5 years	5 years in position involving management and supervision	CS Prof./ Second Level		LGU Calbayog C
4	ADMINISTRATIVE AIDE IV (CLERK II)	462	4/1	145,860.00	Completion of two years studies in college	None Required	None Required	CS SubProf/ First Level		LGU Calbayog C
5	METRO AIDE II	476	4/1	145,860.00	Must be able to read and write	None Required	None Required	None Required		LGU Calbayog C
6	ADMINISTRATIVE AIDE III (Utility Worker II)	488	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required		LGU Calbayog C

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