



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

Electronic copy to be submitted to the CSC FO
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:

Date: 06-Sep-18


RONALDO P. AQUINO, CPA
City Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	PUBLIC SERVICES OFFICER II	36	15/1	330,780.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		LGUCalbayog City	
2	ADMINISTRATIVE AIDE I (UW I)	165	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required		LGUCalbayog City	
3	ADMINISTRATIVE AIDE III (UW II)	376	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required		LGUCalbayog City	
4	PLANNING OFFICER II	391	15/1	330,780.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		LGUCalbayog City	
5	LOCAL REVENUE COLLECTION OFFICER IV	617	22/1	633,396.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		LGUCalbayog 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 Sept. 21, 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.

NOTE: This office highly encourage all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RONALDO P. AQUINO, CPA

City Mayor
Office of the City Mayor, City Hall, Sen. J.D. Avelino Ave.,
Calbayog City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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6	ADMINISTRATIVE AIDE I (UW I)	165	1/1	119,772.00	Must be able to read and write	None Required	None Required	None Required	None Required		LGUCalbayog City
7	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	663	15/1	330,780.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level			LGUCalbayog City
8	MEDICAL TECHNOLOGIST II	769	15/1	330,780.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	1 year relevant experience	RA 1080 - Med. Tech			LGUCalbayog City
9	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	1009	4/1	145,860.00	Elementary School Graduate	None Required	None Required	None Required			LGUCalbayog City
10	CONSTRUCTION AND MAINTENANCE MAN	1089	2/1	128,004.00	Elementary School Graduate	None Required	None Required	None Required			LGUCalbayog City

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