



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

To: **CIVIL SERVICE COMMISSION (CSC)**

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

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Plac Assign	
					Education	Training	Experience	Eligibility		Competency (if applicable)
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		LGUCalba
2	PUBLIC SERVICES OFFICER II	847	15/1	330,780.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		LGUCalba
3	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	882	8/1	189,816.00	High School Graduate	4 hours relevant training	1 year relevant experience	None Required		LGUCalba

FLORANTE N. AQUINO
OIC - CHRM Officer
Date: 10/04/2018

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 October 19, 2017.
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 those from any sexual orientation and gender identities.

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

FLORANTE N. AQUINO
OIC - CHRM Officer