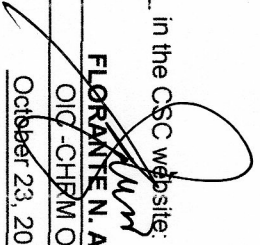


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
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 LGU Calbayog in the CSC website:


FLORANTE N. AQUINO
 OIC-CHRM Officer
 Date: October 23, 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 | Competency (if applicable) | | |
| 1 | ADMINISTRATIVE AIDE III (UW III) | 424 | 3/1 | 136,644.00 | Must be able to read and write | None Required | None Required | None Required | None Required | None Required | LGUCalbayog City |
| 2 | ADMINISTRATIVE AIDE IV (Bookbinder II) | 462 | 4/1 | 145,860.00 | Elem. School Graduate | None Required | None Required | None Required | None Required | None Required | LGUCalbayog City |
| 3 | ADMINISTRATIVE AIDE III (UW III) | 487 | 3/1 | 136,644.00 | Must be able to read and write | None Required | None Required | None Required | None Required | None Required | LGUCalbayog City |
| 4 | ADMINISTRATIVE AIDE I (UW I) | 678 | 1/1 | 119,772.00 | Must be able to read and write | None Required | None Required | None Required | None Required | None Required | LGUCalbayog City |
| | XXXXXXXXXXXXXXXXXXXX | | | | | | | | | | |

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 November 8, 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 **last rating period** (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:

FLORANTE N. AQUINO

OIC-CHRM Officer
 HRMO, City Hall, J.D. Avelino St., Calbayog Ci
 Email Add: chrmo.calbayog@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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must be in MS Excel format