



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

o: CIVIL SERVICE COMMISSION (CSC)

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

RONALDO P. AQUINO, CPA

City Mayor

Date: 4-Jun-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (Utility Foreman)	210	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required		City Housing Dev't. Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	356	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required		City Admn. Office
3	PROJECT EVALUATION OFFICER III	383	18/1	428,316.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Professional/ Second Level		City Planning & Dev't. Office
4	LOCAL REVENUE COLLECTION OFFICER II	627	15/1	330,780.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	CS Professional/ Second Level		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 June 16, 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 encouraged 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., Calb. City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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



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5	ADMIN. ASSISTANT IV (Bookbinder IV)	633	10/1	218,604.00	Elem. School Graduate	8 hours of relevant training	1 year relevant experience	None Required		City Treasurer's Office
6	REVENUE COLLECTION CLERK III	638	9/1	166,212.00	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Prof./First Level		City Treasurer's Office
7	ADMINISTRATIVE AIDE VI (Utility Foreman)	641	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required		City Treasurer's Office
8	TICKET CHECKER	648	3/1	136,644.00	High School Graduate	None Required	None Required	None Required		City Treasurer's Office
9	LOCAL REVENUE COLLECTION OFFICER I	869	11/1	235,440.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level		City Treasurer's Office

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10	ADMINISTRATIVE AIDE I	912	1/1	119,772.00	MUST BE ABLE TO READ AND WRITE	None Required	None Required	None Required	None Required	City Social Welfare & De Office
11	ADMINISTRATIVE AIDE III (UW II)	927	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required	City Population Office
12	AGRICULTURIST II	937	15/1	330,780.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Eng'g, Fisheries Technology etc.	4 hours of relevant training	1 year relevant experience	RA 1080		City Agriculture Office

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11	ADMINISTRATIVE AIDE III (UW II)	966	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required	City Agriculture Office
13	POPULATION PROGRAM WORKER II	1100	7/1	177,420.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf./ First Level		City Cooperatives Office
14	ADMINISTRATIVE AIDE VI (Utility Foreman)	209	6/1	166,212.00	Elem. School Graduate	None Required	None Required	None Required		City Housing Dev't. Office

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