



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:

Date: _____
City Vice Mayor
6/18/2018

Diego P. Rivera
DIEGO P. RIVERA

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 ASSISTANT II (Labor General Foreman)	287	8/1	189,816.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required	None Required	Sangguniang Panlungsod Office
2	ADMINISTRATIVE AIDE III (Utility Worker II)	336	3/1	136,644.00	Must be able to read and write	None Required	None Required	None Required	None Required	Sangguniang Panlungsod 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 February 10, 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: For Persons with Disability (PWD) Applicants, please inform the City Human Resource Mgt. Office for any assistance for your application.

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

DIEGO P. RIVERA
City Vice Mayor
Office of the City Vice Mayor, Legislative Bldg., Bugallon St.
Calbayog City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.