

Republic of the Philippines  
PROVINCE OF LEYTE  
CITY OF BAYBAY  
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  
Local Government Unit of Baybay in the CSC website:

**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
Date: January 22, 2019

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 OFFICER IV (HRMO II)	12	SG 15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
2	ADMINISTRATIVE AIDE II (Bookbinder I)	217	SG 2	11,761.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)		Sangguniang Panlungsod Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	37	SG 4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office
4	ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)	137	SG 11	20,754.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat 1) First Level Eligibility		Sangguniang Panlungsod Office



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5	PUBLIC SERVICES OFFICER III	563	SG 18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City General Services Office
6	SANITATION INSPECTOR II	120	SG 8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office
7	NURSE II	47-2	SG 15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
8	SENIOR AGRICULTURIST	456	SG 18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Agriculture's Office
9	VETERINARIAN III	691	SG 19	45,269.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Veterinary Office



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10	VETERINARIAN II	539	SG 16	33,584.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Veterinary Office
11	ADMINISTRATIVE AIDE I (Utility Worker I)	727	SG 1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)		City Engineer's Office
12	LABORATORY TECHNICIAN I	54	SG 6	14,847.00	Completion of two years studies in college	None required	None required	None required (MC 11, s. 96 - Cat III)		Economic Enterprise Management Office
13	NURSE II	703	SG 15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Economic Enterprise Management Office
14	MARKET SUPERVISOR II	15	SG 14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Economic Enterprise Management Office
15	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	658	SG 8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Economic Enterprise Management Office



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16	ADMINISTRATIVE AIDE I (Utility Worker I)	725	SG 1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)		City Environment & Natural Resources 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 \_\_\_\_\_, 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](http://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.

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

**MARIANITO E. GORGONIO**

Supervising Administrative Officer (HRMO IV)

City of Baybay, Leyte

R. Magsaysay St., Cor. D. Veloso St., Baybay City

[bhrmopeso@yahoo.com](mailto:bhrmopeso@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply