

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:

March 6, 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 AIDE I (Utility Worker I)            | 30                 | 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 Mayor'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 \_\_\_\_\_, 2019.

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