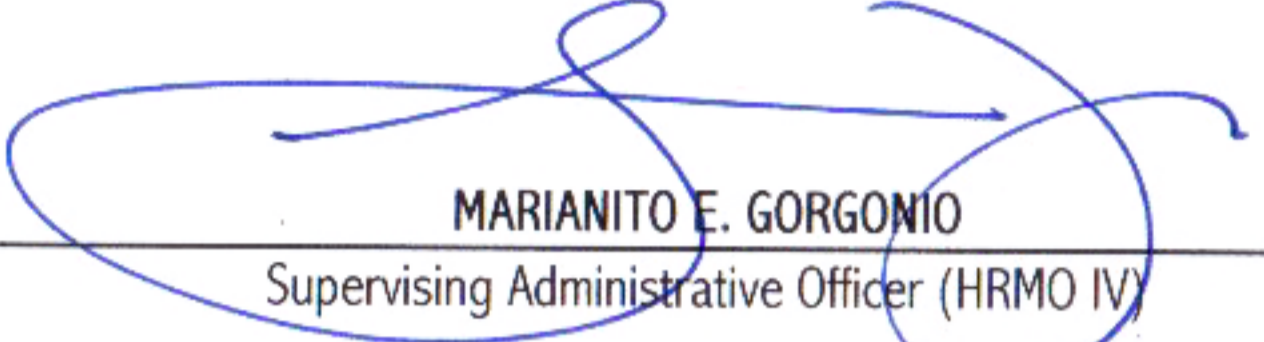


Republic of the Philippines  
PROVINCE OF LEYTE  
CITY OF BAYBAY  
Request for Publication of Vacant Positions

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 21, 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)	585	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 General Services Office
2	ADMINISTRATIVE AIDE III (Plumber I)	4 (anticipated vacancy)	SG 3	12,466.00	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)		City Engineer'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