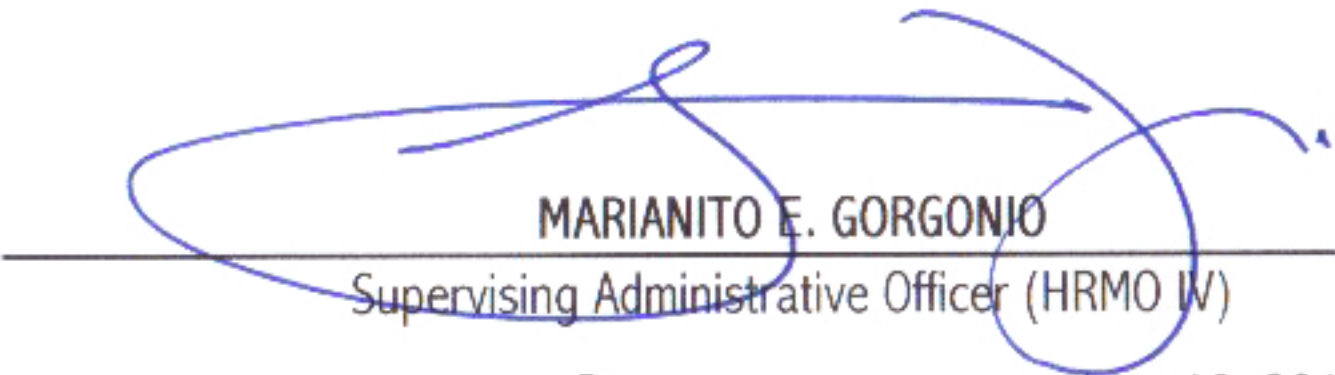


Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY
Request for Publication of Vacant Positions

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: June 10, 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 IV (Stenographer I)	36	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
2	ADMINISTRATIVE OFFICER I (Records Officer I)	87	SG 10	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		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 _____, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply

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1	BOARD SECRETARY II	208	SG 17	36,942.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
2	ADMINISTRATIVE AIDE II (Bookbinder I)	212	SG 2	11,761.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod Office

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1	ADMINISTRATIVE AIDE I	751,752, 753,754, 755,756, 757,758, 759,760, 761&762	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

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