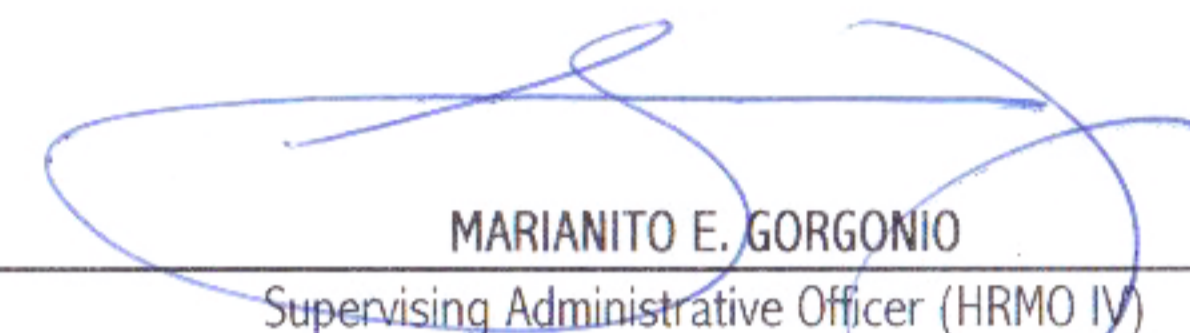


Republic of the Philippines  
PROVINCE OF LEYTE  
CITY OF BAYBAY  
Request for Publication of Vacant Positions

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 29, 2020

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	SOCIAL WELFARE OFFICER III	53-20	SG 18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Social Welfare & Development Office
2	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	437	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 Agriculture 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)

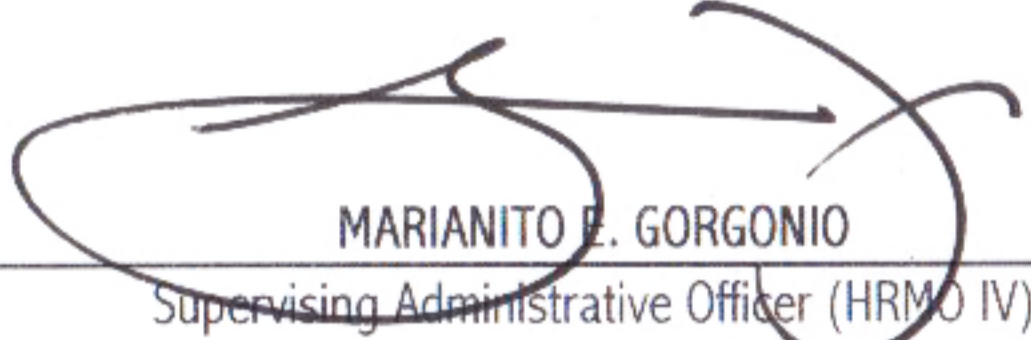
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply

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1	CITY GOV'T DEPT. HEAD I (City Treasurer I)	55	SG 25	95,083.00	Bachelor's degree preferably in Commerce, Public Administration or Law	none	5 years experience in treasury or accounting service	First grade or its equivalent		City Treasurer's Office

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