

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:

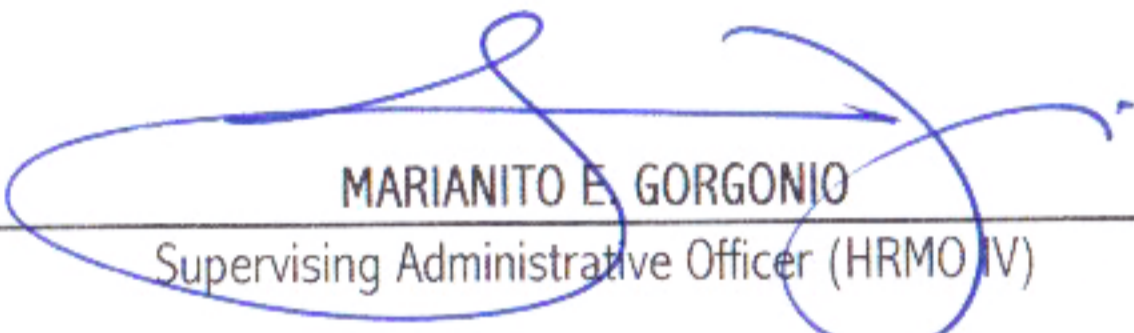
  
**MARIANITO E. GORGONIO**  
Supervising Administrative Officer (HRMO IV)  
Date: February 20, 2020

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	MIDWIFE II	49-14	SG 11	20,754.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office
2	ADMINISTRATIVE AIDE IV (Clerk II)	11	SG 4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
3	SANITATION INSPECTOR I	50-3	SG 6	14,847.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Health Office
4	ADMINISTRATIVE AIDE VI (DEMO I)	104	SG 6	14,847.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat 1) First Level Eligibility		Sangguniang Panlungsod Office
5	ADMINISTRATIVE AIDE III (Driver I)	187	SG 3	12,466.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		City Mayor's Office

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6	ADMINISTRATIVE OFFICER IV (Mngt. & Audit Analyst II)	14	SG 15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Accountant's Office
7	AGRICULTURAL TECHNOLOGIST	5594-116	SG 10	19,233.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Agriculture'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 \_\_\_\_\_, 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