

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 13, 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	ADMINISTRATIVE AIDE IV (Clerk II)	163	SG 4	13,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
2	ADMINISTRATIVE AIDE IV (Stenographer I)	36	SG 4	13,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office
3	ADMINISTRATIVE OFFICER I (Records Officer I)	87	SG 10	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
4	BOARD SECRETARY	208	SG 17	38,464.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
5	CITY GOV'T DEPT. HEAD I (City Legal Officer I)	218	SG 25	96,985.00	Bachelor of Laws	None required	5 years experience in the practice of law	RA 1080		City Legal Office
6	ADMINISTRATIVE AIDE I (Utility Worker I)	581	SG 1	11,551.00	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		City General Services Office

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8	RURAL HEALTH PHYSICIAN	44-1	SG 24	85,074.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
9	VETERINARIAN III	691	SG 19	46,791.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		City Veterinary Office
10	VETERINARIAN II	539	SG 16	35,106.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Veterinary Office
11	ADMINISTRATIVE AIDE III (Plumber I)	4	SG 3	13,019.00	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)		City Engineer's Office
12	ADMINISTRATIVE AIDE IV (Clerk II)	352	SG 4	13,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Engineer's Office



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13	LABORATORY TECHNICIAN I	54	SG 6	15,524.00	Completion of two years studies in college	None required	None required	None Required (MC 11, s. 96 - Cat. III)		Economic Enterprise Mngt. 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:

**JOSE CARLOS L. CARI**

City Mayor

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