

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: April 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	
1	ADMINISTRATIVE AIDE IV (Tax Mapping Aide)	665	SG 4	13,807.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required MC 11, s. 96 - Cat. III)	Business Permit & Licensing 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;
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
bhrrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply