

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: August 20, 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 (Budgeting Aide)	93	4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Budget 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 GOVERNMENT DEPARTMENT HEAD I (City Agriculturist I)	5593-17	25	95,083.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fishiries Technology and Veterinary Medicine	None	5 years acquired experience in agriculture or in a related field	Relevant RA 1080		City Agriculture's Office

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