

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: October 22, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	CITY GOVERNMENT DEPARTMENT HEAD I (Human Resource Management Officer)	675	SG 25	96,985.00	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	Human Resource Management 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 November 11, 2020.

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
bhirmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply