

*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: November 9, 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	CITY GOV'T DEPT. HEAD I (City Treasurer I)	55	SG 25	96,985.00	Bachelor's degree preferably in Commerce, Public Administration or Law	none	5 years experience in treasury or accounting service	First grade or its equivalent	City Treasurer'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 November 29, 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](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 Ave., Cor. D. Veloso St., Baybay City  
[bhrrmopesa@yahoo.com](mailto:bhrrmopesa@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply