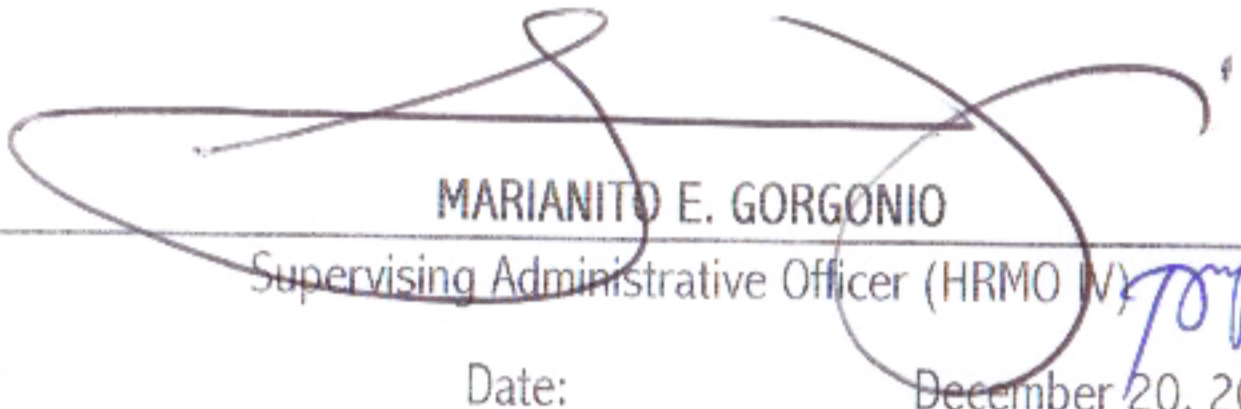


Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY
Request for Publication of Vacant Positions

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:

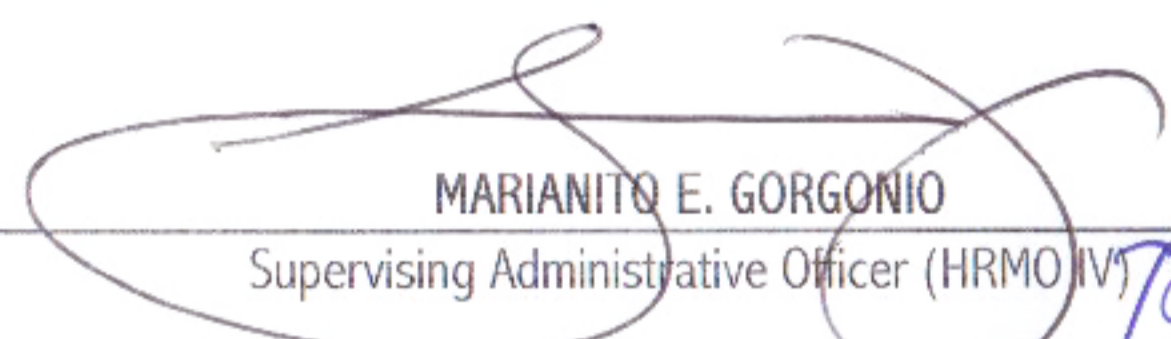

MARIANITO E. GORGONIO
Supervising Administrative Officer (HRMO IV)
Date: December 20, 2019

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 (Clerk II)	37	SG 4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Sangguniang Panlungsod Office
2	ADMINISTRATIVE AIDE II (Bookbinder I)	217	SG 2	11,761.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod Office
3	ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)	137	SG 11	20,754.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility		Sangguniang Panlungsod Office
4	ADMINISTRATIVE OFFICER II (Budget Officer I)	235,237	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Budget Office

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Local Government Unit of Baybay in the CSC website:


MARIANITO E. GORGONIO
Supervising Administrative Officer (HRMO IV)
Date: December 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)	
5	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	730	7	15,738.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Budget Office
6	ASSESSMENT CLERK I	74	4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Assessor's Office
7	NURSE I	677	11	21,038.00	Bachelor of Science in Nursing	None required	None required	RA 1080		Economic Enterprise Management Office
8	NURSE II	701	15	30,531.00	Bachelor os Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Economic Enterprise Management Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply