


Electronic copy to be submitted to the CSC FO  
 must be in MS Excel format

Republic of the Philippines  
 LOCAL GOVERNMENT UNIT OF CALBAYOG CITY  
 Request for Publication of Vacant Positions  
 CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU Calbayog in the CSC website:

  
**FLORANTE N. AQUINO**  
 OIC-CHRMO

Date: January 18, 2019

Position Title <b>(Parenthetical Title, if any)</b>	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
ADMINISTRATIVE AIDE I (UW I)	527	1	10,510.00	Must be able to read and write	None Required	None Required	None Required	None Required	City General Service Office
SUPERVISING ADMIN. OFFICER (Budget Officer IV)	571	22	58,717.00	Bachelor's Degree relevant to the job	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		City Budget Office
ADMINISTRATIVE AIDE I (Laborer 1)	1090	1	10,510.00	Must be able to read and write	None Required	None Required	None Required		City Engineering Office
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Encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation. Interested and qualified applicants should signify their interest in writing, through the following to the application letter and send to the address below not later than February 4, 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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

LIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**RONALDO P. AQUINO, CPA**  
 City Mayor  
 Office of the City Mayor, Calbayog City

Thru:

**FLORANTE N. AQUINO**  
 OIC-CHRMO  
 CHRMO, City Hall, J.D. Avelino St., Calbayog City  
 Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)