


Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY  
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 LGU Calbayog in the CSC website:

  
**FLORANTE N. AQUINO**  
OIC- CHRMO

Date: February 1, 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 (Reproduction Machine Operator II)	85	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
2	ADMINISTRATIVE AIDE I (Laborer I)	561	1	10,510.00	Must be able to read and write	None Required	None Required	None Required		City Solid Waste Management Office
3	ADMINISTRATIVE AIDE VI (Clerk III)	848	6	14,340.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf./ First Level		City Drug Abuse & Prevention Office
4	FARM SUPERINTENDENT II	943	15	29,010.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Agriculture Office

We 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. Attach the following to the application letter and send to the address below not later than February 16, 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.

QUALIFIED 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)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.