

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

February 15, 2019

N o.	Position Title (Parenthetical Title, if applicable)	Plantil la Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competenc y (if applicable)	
1	ADMINISTRATIVE AIDE VI (Utility Foreman)	80	6	14,340.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
2	ADMINISTRATIVE AIDE III (UW II)	104	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
3	ADMINISTRATIVE AIDE II (Bookbinder I)	145	2	11,200.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
4	REVENUE COLLECTION CLERK II	250	7	15,254.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf./ First Level		Business Permits & Licensing Office
5	ADMINISTRATIVE OFFICER IV (HRMO II)	365	15	29,010.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Human Resource Mgt. Office
6	ADMINISTRATIVE AIDE I (UW I)	428	1	10,510.00	Must be able to read and write	None Required	None Required	None Required		Local Civil Registrar's Office
7	LOCAL REVENUE COLLECTION OFFICER III	622	18	38,085.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		City Treasurer's 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 8, 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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

to:

**RONALDO P. AQUINO, CPA**  
City Mayor

Thru:

**FLORANTE N. AQUINO**

OIC- CHRMO, CHRM Office, City Hall, J.D.

Avelino St., Calbayog City

Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)

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8	MIDWIFE III	782	13	24,224.00	Completion of Midwifery Course	8 hours relevant training	2 years relevant experience	RA 1080 - Midwife		City Health Office
9	ADMINISTRATIVE AIDE III (UW II)	909	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		CSWDO
10	LIVESTOCK INSPECTOR I	988	6	14,340.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf./ First Level		City Veterinary Office
11	ADMINISTRATIVE OFFICER II (Public Relations Officer I)	12-E	11	20,179.00	Bachelor's Degree	None Required	None Required	CS Prof./ Second Level		Eco. Enterprise Devt. & Mgt Office

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**RONALDO P. AQUINO, CPA**

City Mayor

Thru:

**FLORANTE N. AQUINO**

OIC- CHRM Officer, CHRMO City Hall, JD Avelino., Calbayog City