

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:

*for* **FLORANTE N. AQUINO**  
OIC- CHRMO

Date: February 20, 2019

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	CITY GOVERNMENT DEPARTMENT HEAD I	245	25/1	82,439.00	Master's Degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS Professional/ Second Level Eligibility	Building collaborative, inclusive working relationship; Managing performance and coaching for results; Leading Change; Thinking strategically and creatively; Creating and nurturing a high performing organization	Business Permits & Licensing Office
2	MANPOWER DEVELOPMENT OFFICER I	871	11	20,179.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		City Social Welfare & Development Office
3	SOCIAL WELFARE AIDE	99	4	12,674.00	High School Graduate	None Required	None Required	None Required		City Social Welfare & Development 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 March 7, 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.

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:

*[Signature]*  
**FLORANTE N. AQUINO**  
OIC- CHRMO

Date: February 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 (Driver II)	471	4	12,674.00	Elementary School Graduate	None Required	None Required	Driver's License		General Services 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 March 7, 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.