

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 26, 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 OFFICER V (Records Officer III) | 661 | 18 | 38,085.00 | Bachelor's Degree | 8 hours relevant training | 3 years relevant experience | CS Professional/ Second Level Eligibility | | City Mayor's Office |
| 2 | CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I | 246 | 23 | 65,604.00 | Bachelor's Degree | 16 hours relevant training | 3 years relevant experience | CS Professional/ Second Level Eligibility | | Business Permits & Licensing 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 13, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.