

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Calbayog City in the CSC website:

  
FLORANTE N. AQUINO  
OIC - CHRM Officer

Date: May 20, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (Clerk III)	72	6	14340.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf/ First Level		City Mayor's Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	73	6	14340.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 -Cat. III)		City Mayor's Office
3	ADMINISTRATIVE AIDE III (Utility Worker II)	136	3	11914.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	155	1	10510.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)	183	1	10510.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
6	HOUSING & HOMESITE REGULATION ASSISTANT	208	8	16282.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf/ First Level		City Housing Dev't. Office
7	EXECUTIVE ASSISTANT I	284	14	26494.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Mayor's Office
8	ADMINISTRATIVE AIDE VI (Clerk III)	289	6	14340.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf/ First Level		City Administrator's Office
9	ADMINISTRATIVE AIDE I (UW I)	342	1	10510.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlungsod Office

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if	
10	PROJECT DEVELOPMENT OFFICER IV	382	22	58717.00	Bachelor's Degree relevant to the job	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		City Planning & Dev't. Offi
11	STATISTICIAN I	395	11	20179.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof./ Second Level		City Planning & Dev't. Offi
12	REGISTRATION OFFICER IV	408	22	58717.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		Local Civil Registrar's Offi
13	REGISTRATION OFFICER III	410	18	38085.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		Local Civil Registrar's Offi
14	REVENUE COLLECTION CLERK II	419	7	15254.00	Completion of 2 years studies in college	None Required	None Required	CS SubProf/ First Level		Local Civil Registrar's Offi
15	WATCHMAN I	502	2	11200.00	Elementary School Graduate	None Required	None Required	None Required		General Services Office
16	ADMINISTRATIVE AIDE I (UW I)	567	1	10510.00	Must be able to read and write	None Required	None Required	None Required		City Solid Waste Mgt. Offi
17	SUPERVISING ADMINISTRATIVE OFFICER IV (Administrative Officer IV)	619	22	58717.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level		City Treasurer's Office
18	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	626	15	29010.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Treasurer's Office
19	LEGAL ASSITANT II	729	12	22149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours relevant raining to legal work, such as legal ethics, legal research and writing, or legal procedures	None Required	CS Prof./ Second Level		City Legal Office
20	MIDWIFE III	782	13	24224.00	Completion of Midwifery Course	8 hours relevant training	2 years relevant experience	RA 1080 - Midwife		City Health Office
21	MEDICAL TECHNOLOGIST I	790	11	20179.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080- Medical Technologist		City Health Office

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					Education	Training	Experience	Eligibility	Competency applicable) (if	
22	SOCIAL WELFARE OFFICER I	875	11	20179.00	Bachelor's Degree on Social Work Graduate	None Required	None Required	RA 1080 - Social Worker		City Social Welfare & Dev't. Office
23	MANPOWER DEVELOPMENT ASSISTANT	877	8	16282.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf/ First Level		City Social Welfare & Dev't. Office
24	ADMINISTRATIVE AIDE I (UW I)	910	1	10510.00	Must be able to read and write	None Required	None Required	None Required		City Social Welfare & Dev't. Office
25	AGRICULTURAL TECHNOLOGIST	947	10	18718.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	RA 1080 - Agriculturist		City Agriculture Office
26	AGRICULTURAL TECHNOLOGIST	952	10	18718.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	RA 1080 - Agriculturist		City Agriculture Office
27	ADMINISTRATIVE AIDE I (UW I)	996	1	10510.00	Must be able to read and write	None Required	None Required	None Required		City Veterinary Office
28	ENGINEER II	1043	16	31765.00	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080 - Civil Engineer		City Engineering Office
29	ADMINISTRATIVE ASSISTANT II (Clerk IV)	6-E	8	16282.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		Economic Enterprise Dev't. & Management Office

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					Education	Training	Experience	Eligibility	Competency applicable) (if	
30	ADMINISTRATIVE AIDE III (Driver I)	358	3		Elementary School Graduate	None Required	None Required	Driver's License		City Administrator'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 documents to the application letter and send to the address below not later than June 6, 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 present position for one (1) year (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  
CMO, City Hall, J.D. Avelino St., Calbayog City

or

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**