

CS Form No. 9  
Revised 2018

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: July 10, 2020

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	
1	ADMINISTRATIVE AIDE III (Utility Worker II)	142	3	12,466.00	Must be able to read and write	None required	None required	None required	City Mayor's Office
2	ADMINISTRATIVE AIDE III (Utility Worker II)	297	3	12,466.00	Must be able to read and write	None required	None required	None required	Sanguniang Pambansod
3	SUPERVISING ADMIN. OFFICER (Public Relations Officer IV)	433	22	65,319.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level	General Services Office
4	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	541	8	16,758.00	High School Graduate	4 hours relevant training	1 year relevant experience	None required	City Solid Waste Mgt. Office
5	REVENUE COLLECTION CLERK II	21-E	7	15,738.00	Completion of two (2) years studies in college	None required	None required	CS SubProf./ First Level	Eco. Enterprise Devt. & Mgt. 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 July 25, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at \_\_\_\_\_ ;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
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