

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:

*Flora*  
**FLORANTE N. AQUINO**  
OIC-CHRMO Date: July 13, 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		Competency (if applicable)
1	ADMINISTRATIVE AIDE I (Utility Worker I)	511	1	11,068.00	Must be able to read and write	None required	None required	None required	None required	General Services Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	528	1	11,068.00	Must be able to read and write	None required	None required	None required	None required	General Services Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	191	1	11,068.00	Must be able to read and write	None required	None required	None required	None required	City Assessor'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 July 28, 2020.

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;
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