

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:

FLORENTIN N. AQUINO
OIC-CHRMO
Date: October 29, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	CITY GOVERNMENT. DEPARTMENT HEAD I	245	25/1	71,476.00	Bachelor's Degree	120 hours of supervisory/ management learning & development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions; Championing and Applying Innovation; Planning & Delivering; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Business Licensing LGU Calb.
2	CITY GOVERNMENT. DEPARTMENT HEAD I	203	25/1	71,476.00	Bachelor's Degree	120 hours of supervisory/ management learning & development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions; Championing and Applying Innovation; Planning & Delivering; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	City House Developm LGU Calb.

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 the following to the application letter and send to the address below not later than November 14, 2018.

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:

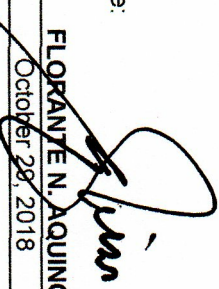
RONALDO P. AQUINO, CPA
City Mayor
Thru: **FLORENTE N. AQUINO**
OIC-CHRMO

Office of the City Mayor, Calbayog City
CHRMO, City Hall, J.D. Avelino St., Calbayog City
Email Add: chrmo.calbayog@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
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We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU Calbayog in the CSC website:


FLORENTE N. AQUINO, OIC-CHRMO
Date: October 28, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assignm	
					Education	Training	Experience	Eligibility	Competency (if applicable)		
3	ADMINISTRATIVE AIDE I (UW I)	343	1/1	9,981.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUCalbayog
4	CITY BUDGET OFFICER	570	25/1	71,476.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None Required	5 years experience in government budgeting or any related course	Career Service Professional/ Second Level Eligibility			LGUCalbayog
5	CITY ACCOUNTANT	583	25/1	71,476.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None Required	5 years experience in treasury or accounting service	RA 1080 - Accountant			LGUCalbayog
6	ADMIN. AIDE I (UW I)	522	1/1	9,981.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUCalbayog
7	ADMIN. AIDE I (UW I)	189	1/1	9,981.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	LGUCalbayog

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 November 14, 2018.

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

FLORENTE N. AQUINO -OIC-CHRMO
CHRMO, City Hall, J.D. Avelino St., Calbayog City
Email Add: chrmo.calbayog@gmail.com

Thru: