

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
(Signature)
OIC-CHRMO Date: November 4, 2020

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE III (Utility Worker II)	1015	3	12,466.00	Must be able to read and write	None required	None required	None required		City Environment & Natl. Res. Office
2	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	532	23	73,811.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS Prof./ Second Level Eligibility preferably Licensed Agriculturist	Building Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching for Results; Thinking Strategically & Creatively	City Agriculture 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 November 19, 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;
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. Aveilino St., Calbayog City