

Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF CALBAYOG**  
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.

*Floram*  
**FLORANTE N. AQUINO**  
OIC- CHRM Officer  
December 28, 2020

No.	Position Title Parenthetical Title, if applicable	Plantilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)	38	11	22,316.00	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	CS SubProf./ First Level		City Mayor's Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	211	6	15,524.00	Elementary School Graduate	None required	None required	None required		Business Permits & Licensing Office
3	WATCHMAN I	259	2	12,276.00	Elementary School Graduate	None required	None required	None required		Business Permits & Licensing Office
4	ADMINISTRATIVE AIDE III (Utility Worker II)	372	3	13,019.00	Must be able to read and write	None required	None required	None required		City Human Resource Mgt. Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)	516	1	11,551.00	Must be able to read and write	None required	None required	None required		General Services Office
6	ADMINISTRATIVE ASSISTANT V (Data Entry Machine Operator III)	789	11	22,316.00	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	CS SubProf./ First Level		City Health Office
7	FARM WORKER II	962	4	13,807.00	Elementary School Graduate	None required	None required	None required		City Agriculture Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation. Interest 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 January 14, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 121, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance rating in the last 2 rating period (if applicable).
3. Photocopy of certificate of eligibility/ rating/ license.

QUALIFIED APPLICANTS are advised to hand-in or send through courier/ email their application to:

**RONALDO P. AQUINO, CPA**  
City Mayor

Thru:

**FLORANTE N. AQUINO**  
OIC- CHRM Officer

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OIC- CHRM Officer  
December 28, 2020

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8	LOCAL TREASURY OPERATIONS OFFICER III	625	18	42,159.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ SecondLevel		City Treasurer's Office
9	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	636	9	18,784.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Data Encoder/ First Level Eligibility		City Treasurer's Office
10	ADMINISTRATIVE OFFICER I (Records Officer I)	1003	10	20,219.00	Bachelor's Degree	None required	None required	CS Prof./ SecondLevel		City Environment & Nat'l. Resources Office
11	ADMINISTRATIVE AIDE III (Utility Worker II)	18-E	3	13,019.00	Must be able to read and write	None required	None required	None required		City Eco. Enterprise Devt. & Mgt. Office

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