

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: January 24, 2019

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)	
1	ADMINISTRATIVE AIDE VI (UF)	78	6	14,340.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office
2	ADMINISTRATIVE AIDE I (UW I)	190	1	10,510.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
3	ADMINISTRATIVE AIDE III (UW II)	300	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlungsod
4	ADMINISTRATIVE AIDE III (UW II)	555	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		City Solid Waste & Mgt. Office
5	ADMINISTRATIVE AIDE III (UW II)	578	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		City Budget Office
6	DRAFTSMAN II	1063	8	16,282.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	MC 10, s. 2013 (Cat. II) - Draftsman		City Engineering Office
7	MEDICAL TECHNOLOGIST II	773	15	20,010.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	1 year relevant experience	RA 1080 - Med. Tech		City Health Office
8	ADMINISTRATIVE AIDE VI (UF)	13 - E	6	14,340.00	Elementary School Graduate	None Required	None Required	None Required		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 February 8, 2019.

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; and
4. Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTER

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-CHRMO  
CHRMO, City Hall, J.D. Avelino St., Calbayog City