

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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:

*[Signature]*  
**FLORANTE N. AQUINO**  
OIC- CHRMO

Date: March 12, 2020

o.	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)	
	SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV)	411	14	27,755.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	CS SubProf Data Encoder First LLevel		Local Civil Registrar's Office
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX									

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 March 27, 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

Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.