


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: May 22, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Pla Assi
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CITY GOVERNMENT DEPARTMENT HEAD I	3	25	95,083.00	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	Building Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching for Results; Thinking Strategically & Creatively	City M Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation. Interested and qualified applicants should signify their intent in writing. Attach the following to the application letter and send to the address below not later than June 2, 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  
  
LGU Calbayog City

Thru:

**FLORANTE N. AQUINO**  
OIC-CHRMO

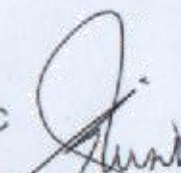
CHRMO, City Hall, J.D. Avelino St., Calbayog  
Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)



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(CSC)

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**FLORANTE N. AQUINO**  
OIC-CHRM  
Date: May 22, 2020

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	6	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	Building Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching for Results; Thinking Strategically & Creatively	City Disaster Risk Reduction & Management 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 June 4, 2020.

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**RONALDO P. AQUINO, CPA**  
City Mayor  
Office of the City Mayor, Calbayog City

Thru:

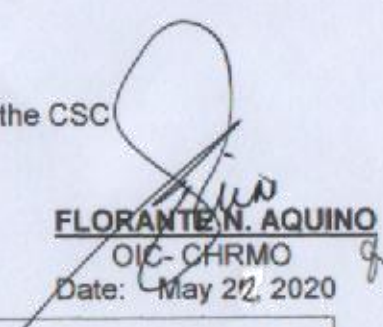
**FLORANTE N. AQUINO**  
OIC-CHRM  
CHRM, City Hall, J.D. Avelino St., Calbayog City  
Email Add: [chrmo.calbayog@gmail.com](mailto:chrmo.calbayog@gmail.com)



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OIC-CHRMO  
Date: May 22, 2020

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
COMMUNITY AFFAIRS OFFICER IV	10	22	65,319.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	CS Prof./ Second Level Eligibility		City Mayor's Office
LOCAL TREASURY OPERATIONS OFFICER III	24	18	40,637.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level Eligibility		City Treasurer's Office
ADMINISTRATIVE AIDE III (UW II)	296	3	12,466.00	Must be able to read and write	None required	None required	None required		Sangguniang Panlungsod
ADMINISTRATIVE OFFICER IV (Administrative Officer II)	366	15	30,531.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		CHRMO
ADMINISTRATIVE OFFICER III (Records Officer II)	367	14	27,755.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		CHRMO

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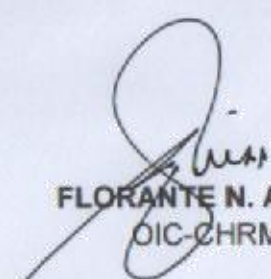
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City Mayor

Thru:

LGU Calbayog City

  
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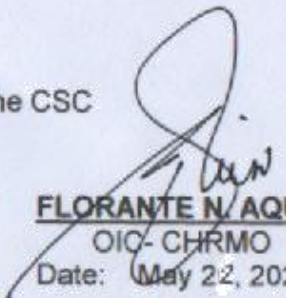
CHRMO, City Hall, J.D. Avelino St., Calbayog City  
Email Add: [chrmo\\_calbayog@gmail.com](mailto:chrmo_calbayog@gmail.com)



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	ADMINISTRATIVE AIDE I (UW I)	581	1	11,068.00	Must be able to read and write	None required	None required	None required		City Budget Office
9	ADMINISTRATIVE AIDE I (UW I)	581	1	11,068.00	Must be able to read and write	None required	None required	None required		City Health Office
10	ADMINISTRATIVE AIDE III (UW II)	1078	3	12,466.00	Must be able to read and write	None required	None required	None required		City Engineer Office
11	BUILDING INSPECTOR	1056	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	CS Prof./ Second Level Eligibility		City Engineer Office
12	CONSTRUCTION & MAINTENANCE GENERAL FOREMAN	1060	11	20,754.00	High School Graduate	8 hours relevant training	2 years relevant experience	None required		City Engineer Office

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CHRMO, City Hall, J.D. Avelino St., Calbayog City  
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13	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	915	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	Building Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching for Results; Thinking Strategically & Creatively	City Population Office

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