

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:

Floran
FLORANTE N. AQUINO
OIC- CHRMO
Date: June 1, 2020

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 applicable)	
1	ADMINISTRATIVE AIDE III (Utility Worker II)	138	3	P12,466.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
2	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	423	4	13,214.00	Elementary School Graduate	None required	None required	None required		City Civil Registrar's 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 16, 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. Avelino St., Calbayog City
Email Add: chrmo.calbayog@gmail.com