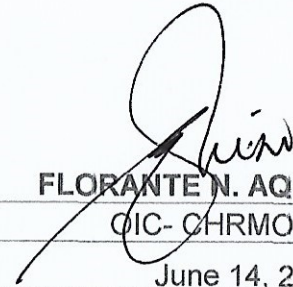


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBAYOG CITY
Request for Publication of Vacant Positions

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: June 14, 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 applicable)	
2	CITY GOV'T. DEPARTMENT HEAD I	203	25	82,439.00	Bachelor's Degree	120 hours of supervisory management learning and development intervention undertaken within the last 5 years	5 years in position/s involving management and supervision	CS Professional/ Second Level Eligibility	Building Collaborative, Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance and Coaching for Results; Thinking Strategically and Creatively	City Housing & Development 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 30, 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;
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.

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

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1	CITY GOV'T. DEPARTMENT HEAD I	3	25	82,439.00	Bachelor's Degree	120 hours of supervisory management learning and development intervention undertaken within the last 5 years	5 years in position/s involving management and supervision	CS Professional/ Second Level Eligibility	Building Collaborative, Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance and Coaching for Results; Thinking Strategically and Creatively	City Mayor's Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CITY GOVERNMENT ASSISTANT DEPT. HEAD I (CGADH I)	744	23	65,604.00	Bachelor's Degree	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 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 and Coaching for Results; Thinking Strategically and Creatively	SANGUGUNIANG PANLUNGSOD OFFICE

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Email Add: chrmo.calbayog@gmail.com

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OIC-CHRM

Date: June 14, 2019

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	ADMINISTRATIVE AIDE VI (UF)	289	6	14,340.00	Elem. School Graduate	None Required	None Required	None Required		SANGGUNIANG PANLUNGSOD
4	ADMINISTRATIVE AIDE III (Driver I)	358	3	11,914.00	Elem. School Graduate	None Required	None Required	Driver's License		CITY ADMIN. OFFICE
5	ADMINISTRATIVE AIDE III (UW II)	375	3	11,914.00	Must be able to read and write	None Required	None Required	None Required		CHRM
6	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	423	4	12,674.00	Elem. School Graduate	None Required	None Required	None Required		LOCAL CIVIL REGISTRAR'S OFFICE
7	ADMINISTRATIVE OFFICER V (Records Officer III)	384	18	12,674.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Prof./ Second Level		CITY PLANNING & DEVT. OFFICE

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.