

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: July 12, 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)	
1	CITY GOVERNMENT DEPARTMENT HEAD I	3	25	82,439.00	Bachelor's Degree	None Required	5 years in position/s involving management and supervision	CS Prof./ Second Level	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

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 July 27, 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.

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.

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*for* *Florante*  
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2	CITY GOVERNMENT DEPARTMENT HEAD I	203	25	82,439.00	Bachelor's Degree	None Required	5 years in position/s involving management and supervision	CS Prof./ Second Level	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 Dev't. Office

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OIC-CHRMO  
CHRMO, City Hall, J.D. Avelino St., Calbayog City  
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3	CITY GOVERNMENT DEPARTMENT HEAD I	215	25	82,439.00	Bachelor's Degree	32 hours of training in management and supervision on DRRM	5 years in position/s involving management and supervision, one year of which is relevant to DRRM	CS Prof./ Second Level	Building Collaborative, Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance and Coaching for Results; Thinking Strategically and Creatively	City Disaster Risk Reduction & Mgt. Office

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