

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

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*  
**FLORANTE N. AQUINO**  
 OIC- CHRMO Date: July 14, 2020

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)	
ADMINISTRATIVE AIDE III (Utility Worker II)	927	3	12,466.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
SOCIAL WELFARE ASSISTANT	878	8	16,758.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		City Social Welfare & Devt. Office
PROJECT DEVELOPMENT OFFICER II	390	15	30,531.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof./ Second Level		City Planning & Dev't. Office
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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 29, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [http://www.csc.doe.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