

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:

Flora
FLORANTE N. AQUINO
OIC- CHRMO Date: September 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignmen
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	3	23	73,811.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/manage ment 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 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 September 25, 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

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FLORANTE N. AQUINO
OIC –CHRM Officer Date: September 10, 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)	
2	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		City Treasurer's Office
3	WAREHOUSEMAN IV	284	13	25,232.00	Completion of 2 years studies in college	16 hours relevant training	3 years relevant experience	CS SubProf./ First Level		City Mayor's Office
4	NURSE IV	749	19	45,269	Bachelor of Science in Nursing	8 hours relevant training	2 years relevant experience	RA 1080 - Nurse		City Health Office
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RONALDO P. AQUINO, CPA
City Mayor

Thru:

FLORANTE N. AQUINO, OIC HRMO
CHRMO, City Hall, J.D. Avelino St., Calbayog City
Email Add: chrmo.calbayog@gmail.com

Office of the City Mayor, Calbayog City