

Republic of the Philippines
CGO CALBAYOG
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 CGO CALBAYOG in the CSC website:


MA. RISSA T. COLICO, JD

OIC- CHRM Officer

Date: January 03, 2023

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 (City Accountant)	583	25	102,690.00	Bachelor's Degree in Accountancy	None required	5 years of acquired experience in the treasury or accounting service	RA 1080 Board Eligibility (Certified Public Accountant)	Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Accountant's Office LGU-Calbayog City
2	City Government Department Head I (City Assessor)	653	25	102,690.00	Holder of a College Degree preferably in civil or mechanical engineering, commerce, or any other related course	None required	5 years of acquired experience in real property assessment work or in any related field	First Grade Civil Service Eligible or its equivalent	Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Assessor's Office LGU-Calbayog City

3	City Government Department Head I (City Population Officer)	914	25	102,690.00	Bachelor's Degree	Specialized training in population development	5 years experience in the implementation of programs on population development or responsible parenthood	Career Service (Professional) Second Level Eligibility	Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Population Office LGU-Calbayog City
4	City Government Department Head I (City Housing Development Officer)	203	25	102,690.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of supervisory / management learning & development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character	City Housing Development Office LGU-Calbayog City
5	City Government Assistant Dept. Head I	1092	23	80,003.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of supervisory / management learning & development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching Results; Thinking Strategically & Creatively	City Cooperative's Office LGU-Calbayog City

6	City Government Assistant Dept. Head I	7	23	80,003.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of supervisory / management learning & development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	Collaborative; Inclusive Working Relationship; Creating & Nurturing a High Performing Organization; Leading Change; Managing Performance & Coaching Results; Thinking Strategically & Creatively	City Mayor's Office LGU-Calbayog City
7	Supervising Administrative Officer	724	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Legal Office LGU-Calbayog City
8	Pharmacist III	757	18	46,725.00	Bachelor's Degree in Pharmacy	1 year of relevant training	2 years of relevant experience	RA 1080 Board Eligibility (PHARMACIST)	N/A	City Health Office LGU-Calbayog City

9	NURSE III	767	17	43,030.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Board Eligibility (NURSE)	N/A	City Health Office LGU-Calbayog City
10	Project Evaluation Officer II	868	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Social Welfare and Development Office LGU-Calbayog City
11	Tourism Operations Officer II	392	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Tourism Office LGU-Calbayog City
12	Tourism Operations Assistant	686	7	18,620.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Tourism Office LGU-Calbayog City

13	Administrative Aide VI (Utility Foreman)	72	6	17,553.00	Elementary School Graduate; must be able to interpret simple verbal instructions.	None required	None required	None required (MC 10, s. 2013 - Cat III)	N/A	City Mayor's Office LGU-Calbayog City
14	Administrative Aide IV (Utility Foreman)	88	4	15,586.00	Elementary School Graduate; must be able to interpret simple verbal instructions.	None required	None required	None required (MC 10, s. 2013 - Cat III)	N/A	City Mayor's Office LGU-Calbayog City
15	Administrative Aide III (Utility Worker II)	734	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat III)	N/A	City Legal Office LGU-Calbayog City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 18, 2023:

1. Duly signed and updated Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Latest Copy of Performance Rating (Very Satisfactory Service) for the last two (2) rating periods preceding this publication or any of its equivalent for external applicants (If applicable);
3. Photocopy of Certificate of Eligibility/Rating/License;
4. Photocopy of Transcript of Records and/or Diploma;
5. Authenticated copy of Certificate of Grades for Master's Degree earned units (If applicable);
6. Certificate of Relevant Trainings / Learning and Development Programs attended (If applicable).
7. Copy of Service Record and/or Certificate of Employment indicating the supervisorial/managerial/technical functions and responsibilities as Certified by the Human

Resource Management Officer or any authorized representative (Note: Special Order or Designation Order should also be attached for the supervisory and managerial functions as additional supporting document);

8. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Hon. RAYMUND C. UY

City Mayor

City Government of Calbayog

chrmo22cyp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.