

Republic of the Philippines  
**CGO BAYBAY, LEYTE**  
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 BAYBAY, LEYTE in the CSC website:

MARIANITO E. GORGONIO

HRMO

Date:

March 19, 2024

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	ADMINISTRATIVE AIDE III (Carpenter I)	6	3	14678	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)		City Engineer's Office
2	ADMINISTRATIVE AIDE III (Carpenter I)	1012	3	14678	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)		City Engineer's Office
3	ADMINISTRATIVE AIDE III (Carpenter I)	1013	3	14678	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)		City Engineer's Office
4	HEAVY EQUIPMENT OPERATOR II	883	6	17553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		City Engineer's Office
5	ADMINISTRATIVE AIDE IV (Mechanic I)	1016	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (Mc 11, s. 96 - Cat. I)		City Engineer's Office
6	WELDER I	1021	4	15586	Elementary School Graduate	None required	None required	Welder (MC 11, s. 96 - Cat. I)		City Engineer's Office
7	WELDER I	1022	4	15586	Elementary School Graduate	None required	None required	Welder (MC 11, s. 96 - Cat. I)		City Engineer's Office
8	HEAVY EQUIPMENT OPERATOR I	1031	4	15586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		City Engineer's Office
9	ADMINISTRATIVE AIDE I (Utility Worker I)	1098	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Administrator's Office

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 April 3, 2024.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**JOSE CARLOS L. CARI**

City Mayor

City of Baybay, Leyte R. Magsaysay St., Cor. D. Veloso St.,  
Baybay City

[bhrmopeso@yahoo.com](mailto:bhrmopeso@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**