

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:

  
**RAYMUND C. JUY**  
City Mayor

Date: March 22, 2024

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ENGINEER IV	1024	22/1	71,511.00	Bachelor's Degree in Engineering relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 Board preferably Mechanical Engineer	CORE COMPETENCIES (Advanced) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES (Advanced) Speaking Effectively; Writing Effectively; LEADERSHIP COMPETENCIES (Basic) Building Collaborative and Inclusive Working Relationships; Thinking Strategically & Creatively; Creating & Nurturing a High Performing Organization	City Engineering Office LGU-Calbayog City
2	HEALTH EDUCATION AND PROMOTION OFFICER III	758	18/1	46,725.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / Second Level Eligibility	CORE COMPETENCIES (Intermediate) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Intermediate) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; TECHNICAL COMPETENCIES (Intermediate) Care Management; Diversity Management; Patient Centered Care; People Management	City Health Office LGU-Calbayog City
3	HEALTH EDUCATION AND PROMOTION OFFICER II	780	14/1	33,843.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility	CORE COMPETENCIES (Intermediate) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Intermediate) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; TECHNICAL COMPETENCIES (Intermediate) Care Management; Diversity Management; Patient Centered Care; People Management	City Health Office LGU-Calbayog City
4	NUTRITION OFFICER I	809	10/1	23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	CORE COMPETENCIES (Basic) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Basic) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment;	City Health Office LGU-Calbayog City
5	CONSTRUCTION AND MAINTENANCE FOREMAN	227	8/1	19,744.00	High School Graduate	Eight (8) hours of relevant training	Two (2) years of relevant experience	None required (MC 10, s. 2013 - Cat. III)	CORE COMPETENCIES (Basic) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Basic) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment;	City Disaster Risk Reduction & Management Office LGU-Calbayog City

6	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	2-E	23/1	80,003.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Exemplifying Integrity - Intermediate 2. Delivering Service Excellence - Intermediate 3. Solving Problem & Making Decisions - Intermediate 4. Building Collaborative, Inclusive Working Relationships - Intermediate 5. Managing Performance & Coaching for Results - Intermediate 6. Leading Change - Intermediate 7. Thinking Strategically & Creatively - Intermediate 8. Creating & Nurturing a High Performing Organization - Intermediate	City Economic and Investment Promotion Office LGU-Calbayog City
7	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	431	23/1	80,003.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Exemplifying Integrity - Intermediate 2. Delivering Service Excellence - Intermediate 3. Solving Problem & Making Decisions - Intermediate 4. Building Collaborative, Inclusive Working Relationships - Intermediate 5. Managing Performance & Coaching for Results - Intermediate 6. Leading Change - Intermediate 7. Thinking Strategically & Creatively - Intermediate 8. Creating & Nurturing a High Performing Organization - Intermediate	City Human Resource Management Office LGU-Calbayog City
Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character.										
*****NOTHING FOLLOWS*****										

**INSTRUCTIONS/REMARKS:**

This agency highly encourages interested and QUALIFIED applicants to apply and is committed to promote 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). Please feel free to inform the City Human Resource Management Office (CHRMO) in advance for the needed facilities and/or assistance.

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 6, 2024:

1. ORIGINAL and fully accomplished Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark with an attached 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. Approved Performance Rating (Very Satisfactory Service) for the last rating period preceding this publication (for promotion/transfer) or any of its equivalent for external applicants (If applicable);
3. Authenticated copy of Eligibility/Rating/License (1 copy);
4. Authenticated copy of Transcript of Records / Certification of Academic Requirements (CAR) issued by the President / School Head / Registrar of the concerned school (1 copy);
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. Updated Service Record and/or Certificate of Employment indicating the supervisory/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. Designation Orders, and other documents that have bearing in the evaluation;
9. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).

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.