

Republic of the Philippines
CGO TACLOBAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO TACLOBAN in the CSC website:

Atty. ANNA LIZA A. QUILIOPE
OC - HRMO
Date: February 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI (Clerk III)	22	6	17553	Completion of two years studies in college	None required	None required	CS Sub-Prof. / First Level Eligibility	N/A	City Accountant's Office
NOTHING FOLLOWS										

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 March 3, 2023.

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; and
4. Photocopy of Transcript of Records.
5. This office highly encourages all interested and qualified applicants and promote 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:

Atty. ANNALIZA A. QUILLOPE

OIC - HRMO

Kanhuraw Hill, Tacloban City

hrmdo.tacloban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

