

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


Atty. ANNALIZA A. QUILLOPE
Human Resource Management Officer

Date: February 18, 2022

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	
1	Administrative Aide IV (Clerk II)	4	4	14993	Completion of 2 years studies in college	None required	None required	CS Sub-Prof./1st Level Eligibility	City Assessor's Office
2	Administrative Aide IV (Clerk II)	4	4	14993	Completion of 2 years studies in college	None required	None required	CS Sub-Prof./1st Level Eligibility	City Housing and Community Development Office
3	Administrative Aide VI (Clerk III)	4	6	16877	Completion of 2 years studies in college	None required	None required	CS Sub-Prof./1st Level Eligibility	Tacloban City Hospital
4	Administrative Officer I (Supply Officer I)	18	10	22190	Bachelor's degree	None required	None required	CS Prof./2nd level eligibility	City General Services Office
5	Administrative Officer I (Supply Officer I)	5	10	22190	Bachelor's degree	None required	None required	CS Prof./2nd level eligibility	City Health Office
6	Administrative Officer III (Records Officer II)	3	14	32321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility	City Treasurer's Office
7	Engineer III	36	19	49835	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	City Engineer's Office
8	Internal Auditing Assistant	11	8	18996	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./1st Level Eligibility	City Internal Audit Service Office
9	Licensing Officer IV	35	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof./2nd level eligibility	City Mayor's Office

10	Local Revenue Collection Officer I	38.40	11	25439	Bachelor's degree	None required	None required	None required	CS Prof./2nd level eligibility	City Treasurer's Office
11	Nurse III	18	17	41508	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	1 year of relevant experience	RA 1080	City Health Office
12	Nurse III	29	17	41508	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	1 year of relevant experience	RA 1080	Tacoloban City Hospital
13	Sports Development Officer II	48	14	32321	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility	City Mayor's Office
14	Supervising Cooperative Development Specialist	3	22	69963	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	3 years of relevant experience	CS Prof./2nd level eligibility	City Cooperative Development and Livelihood Assistance 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 5, 2022**.

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.

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

Atty. ANNALIZA A. QUILIOPE
OIC-HRMO

Human Resource Mgt. and Dev't Office, 2nd Floor, City Hall Bldg., Tacloban City
hrmo@cityof-tacoloban.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.