

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. QUILOPE

OIC-Human Resource Management Officer

Date: February 21, 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	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	3	6	16877	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		City Agriculturist Office
2	Agricultural Technician II	23	8	18998	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility		City Agriculturist Office
3	Agricultural Technician II	25	8	18998	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility		City Agriculturist Office
4	Agricultural Technician II	28	8	18998	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility		City Agriculturist Office

5	Labor and Employment Officer II	52	13	29798	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD) and/or other related fields	2 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	Career Service (Professional)/Second Level Eligibility		City Mayor's Office
6	License Inspector II	37	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility		City Mayor's Office
7	Population Program Officer III	2	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		City Population Office
8	Population Program Worker II	9	7	17899	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		City Population Office
9	Population Program Worker II	11	7	17899	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		City Population Office
10	Population Program Worker II	12	7	17899	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		City Population Office
11	Population Program Worker II	14	7	17899	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		City Population Office

12	Tourism Operations Officer II	42	15	35097	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and; Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional)/Second Level Eligibility		City Mayor'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 8, 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

hrmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.