

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 DSQ website:

Atty. ANNALIZA QUILIOPE
OIC- HRMO
Date: April 14, 2023

No.	Position Title, (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer III (Cashier II)	61	14	33843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	City Treasurer's Office
2	Administrative Officer I (Cashier I)	63	10	23176	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Treasurer's Office
3	Computer Maintenance Technologist II	4	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	City Management Information Systems Office
4	Day Care Worker I	32	6	17553	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Social Welfare and Development Office

5	Day Care Worker I	34	6	17553	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Social Welfare and Development Office
6	Day Care Worker I	35	6	17553	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Social Welfare and Development Office
7	Day Care Worker I	36	6	17553	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Social Welfare and Development Office
8	Local Assessment Operations Officer I	16	11	27000	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Assessor's Office
9	Local Assessment Operations Officer I	17	11	27000	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Assessor's Office
10	Administrative Aide III (Driver I)	6	3	14678	Elementary School Graduate	None required	None required	Driver's License (MC 10, s. 2013-Cat. IV)	N/A	City Assessor'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 April 29, 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. QUILIOPÉ

OIC - HRMO

Kanhuraw Hill, Tacloban City

hrmo.tacloban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.