


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. ANNA IZA A. QUILIOPE
Human Resource Management Officer

Date: April 28, 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	Disability Affairs Officer IV	56	22	69963	Bachelor's degree	16 hours of relevant training on disability affairs	3 years of relevant experience on disability affairs	CS Prof./Second Level Eligibility		City Mayor's Office
2	Disability Affairs Officer III	57	18	45203	Bachelor's degree	8 hours of relevant training on disability affairs	2 years of relevant experience on disability affairs	CS Prof./Second Level Eligibility		City Mayor's Office
3	Disability Affairs Officer II	58	15	35097	Bachelor's degree	4 hours of relevant training on disability affairs	1 year of relevant experience on disability affairs	CS Prof./Second Level Eligibility		City Mayor's Office
4	Disability Affairs Assistant	59	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year or relevant experience on disability affairs	CS Sub-Prof./First Level Eligibility		City Mayor's Office
NOTHING FOLLOWS										

The City Government of Tacloban encourages all interested and qualified applicants, including Persons With Disability (PWD), and member of the Indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 13, 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.
5. Certificate of relevant trainings (last 5 years)

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, Ground Floor, City Hall New Bldg.,
Tacloban City

hrmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.