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 OIC-Human Resource Management Officer

Date: May 26, 2022

	Position Title (Parenthetical Title, if applicable)	Plantilla	Salary/ Job/	Monthly						
No		Item No.		Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	f Place of Assignment
1	Administrative Aide I (Laborer I)	64	1	12517	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)		City General Services Office
2	Administrative Aide I (Utility Worker I)	16	1	12517	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	Operation of Market, Economic Enterprise Division, City Administrator's Office
3	Administrative Aide III (Clerk I)	15	3	14125	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Population Office
4	Administrative Aide III (Driver I)	29	3	14125	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013- Cat. IV)	N/A	City Engineer's Office
5	Administrative Aide III (Driver I)	32	3	14125	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013- Cat. IV)	N/A	City Engineer's Office
6	Administrative Aide III (Driver I)	16	3	14125	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013- Cat. IV)	N/A	City Population Office

7	Administrative Aide IV (Clerk II)	12	4	14993	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	Operation of Market, Economic Enterprise Division, City Administrator's Office
8	Administrative Aide IV (Storekeeper I)	9	4	14993	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Engineer's Office
9	Administrative Aide V (Carpenter II)	56	5	15909	Elementary School Graduate	None required	None required	Carpenter (MC 10, s, 2013 - Cat. II)	N/A	City Engineer's Office
10	Administrative Aide V (Carpenter II)	57	5	15909	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013 - Cat. II)	N/A	City Engineer's Office
11	Administrative Aide V (Carpenter II)	59	5	15909	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013 - Cat. II)	N/A	City Engineer's Office
12	Administrative Aide VI (Clerk III)	6	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Engineer's Office
13	Administrative Aide IV (Electrician I)	9	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat. II)	N/A	City Architect's Office
14	Administrative Aide VI (Electrician II)	17	6	16877	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat. II)	N/A	City Engineer's Office
15	Administrative Aide VI (Electrician II)	23	6	16877	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat. II)	N/A	City General Services Office

16	Administrative Assistant II (Painter Foreman)	18	8	18998	High School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013 - Cat. II)	N/A	City Engineer's Office
17	Administrative Officer I (Supply Officer I)	14	10	22190	Bachelor's degree	None required	None required	CS Prof./Second Level Eligibility	N/A	City General Services Office
18	Administrative Officer V (Administrative Officer III)	3	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Engineer's Office
19	Construction and Maintenance Man	63	2	13305	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Engineer's Office
20	Construction and Maintenance Man	65	2	13305	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Engineer's Office
21	Construction and Maintenance Man	86	2	13305	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Engineer's Office
22	Construction and Maintenance Man	82	2	13305	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Engineer's Office
23	Draftsman II	44	8	18998	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility/Draftsman or Illustrator (MC 10, s. 2013 - Cat. II)	N/A	City Engineer's Office
24	Engineering Assistant	39	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Engineer's Office

Meat Inspector I 8 8 16877 Completion of two years studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office Meat Inspector I 13 6 16877 Completion of two years studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office N/A City Veterinary Office Sub-Prof./First Level Eligibility N/A City Veterinary Office N/A City Veterinary Office Sub-Prof./First Level Eligibility N/A City Social Welfare and Development Office Sub-Prof./First Level Eligibility N/A City Engineer's Office N/A City Engineer's Office N/A City Engineer's Office N/A											
26 Market Inspector II 5 8 1899 Completion of two years studies in college 27 Market Inspector II 6 8 1899 Completion of two years studies in college 28 Market Supervisor III 2 18 45203 Beacheor's degree 1 Shours of relevant training 29 Market Supervisor IV 1 1 22 89983 Beacheor's degree 1 Shours of relevant training 30 Meat Inspector II 8 6 16877 Completion of two years studies in college 31 Meat Inspector II 13 6 16877 Completion of two years studies in college 32 Nurse IV 17 19 4885 Bachelor's Signer In Nursing 33 Social Welfare Officer III 11 18 45203 Beachelor's Signer II 8 Nurse of relevant training 34 Special Agent I 43 8 18998 Completion of two years studies in college 35 Welder I 38 4 14993 Elementary School Graduate 36 Completion of two years studies in college 37 Nurse required Special Agent I 19 year of relevant training 47 Years of relevant training 48 Nurse of relevant training 48 Nurse required Special Agent I 19 Nurse required S	25	Engineering Assistant	40	8	18998					N/A	City Engineer's Office
27 Market Inspector II 8 8 8 18998 Completion of two years atcles in college 28 Market Supervisor III 2 18 45203 Bachelor's degree 8 hours of relevant training 2 years of relevant training 3 years of relevant training 2 years of relevant training 3 years of relevant 2 years of relevant	26	Market Inspector II	5	8	18998		1			N/A	Economic Enterprise Division, City Administrator's Office
Market Supervisor III 2 18 45203 Bachelor's degree 8 hours of relevant training 2 years of relevant experience 2 years of relevant 3 years of relevant 4 years of relevant 3 years of relevant 4 years of relevant 3 years of relevant 4 years of relevant 5 years of relevant 4 years of relevant 5 years of relevant 6 years of relevant 7 years of rele	27	Market inspector II	6	8	18998		•	1 7		N/A	Economic Enterprise Division, City Administrator's Office
Market Supervisor IV 1 22 69963 Bachelor's degree 16 hours of relevant training 3 years of relevant experience CS Prof./Second Level Eligibility N/A Economic Enterprise Division, City Administrator's Office Meat Inspector I 8 6 16877 Completion of two years studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office Meat Inspector I 13 6 16877 Completion of two years studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office N/A City Veterinary Office CS Sub-Prof./First Level Eligibility N/A City Veterinary Office N/A City Veterinary Office N/A City Veterinary Office N/A City Health Office Sub-Prof./First Level Eligibility N/A City Health Office N/A City Health Office N/A City Health Office N/A Social Welfare Officer III 1 18 45203 Bachelor's degree in Social Work S	28	Market Supervisor III	2	18	45203	Bachelor's degree		1 *	•••••	N/A	Economic Enterprise Division, City Administrator's Office
Meat Inspector I 8 6 16877 studies in college None required None required Level Eligibility N/A City Veterinary Office Meat Inspector I 13 6 16877 Completion of two years studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office N/A City Veterinary Office Studies in college None required None required CS Sub-Prof./First Level Eligibility N/A City Veterinary Office Studies in college Studies I	29	Market Supervisor IV	1	22	69963	Bachelor's degree		, .		N/A	Economic Enterprise Division, City Administrator's
Meat inspector I 13 6 16877 studies in college None required None required Level Eligibility N/A City Veterinary Office None required None required Level Eligibility N/A City Veterinary Office None required None required Level Eligibility N/A City Veterinary Office RA 1080 N/A City Health Office RA 1080 (Social Worker) N/A City Social Welfare and Development Office Special Agent I 43 8 18998 Completion of two years studies in college 1 year of relevant training 1 year of relevant experience 2 Sub-Prof./First Level Eligibility N/A City Engineer's Office Welder I 36 4 14993 Elementary School Graduate None required None required Welder (MC 10, s. 2013 - Cat. II) N/A City General Services Office	30	Meat Inspector I	8	6	16877	1 '	None required	None required	1 :	N/A	City Veterinary Office
Nurse IV 17 19 49835 Nursing training experience RA 1000 NA City Social Welfare and Development Office 33 Social Welfare Officer III 11 18 45203 Bachelor's degree in Social Work training experience where training experience RA 1080 (Social Worker) N/A City Social Welfare and Development Office 34 Special Agent I 43 8 18998 Completion of two years studies in college training experience where training experience RA 1080 (Social Worker) N/A City Engineer's Office 35 Welder I 36 4 14993 Elementary School Graduate None required None required Welder (MC 10, a. 2013 - Cat. II) N/A City General Services Office	31	Meat Inspector I	13	6	16877		None required	None required	t .	N/A	City Veterinary Office
Social Welfare Officer III 11 18 45203 Social Work training experience Worker) N/A Development Office Social Welfare Officer III 11 18 45203 Social Work training experience Worker) N/A Development Office Special Agent I 43 8 18998 Completion of two years studies in college training experience CS Sub-Prof./First Level Eligibility N/A City Engineer's Office Welder I 36 4 14993 Elementary School Graduate None required None required Welder (MC 10, s. 2013 - Cat. II) N/A City General Services Office	32	Nurse IV	17	19	49835		1	1 ' .	RA 1080	N/A	City Health Office
Special Agent I 43 8 18998 studies in college training experience Level Eligibility N/A City Engineer's Office Studies in college training experience Welder (MC 10, s. 2013 - Cat. II) N/A City General Services Office	33	Social Welfare Officer III	11	18	45203			į ·		N/A	, ,
35 Welder I 38 4 14993 Graduate None required None required 2013 - Cat. II)	34	Special Agent I	43	8	18998		1	, , = =		N/A	City Engineer's Office
NOTHING FOLLOWS	35	Welder I	36	4	14993	•	None required	None required		N/A	City General Services 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 June 10, 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.

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regadless 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. QUILIOPE	
OIC-Human Resource Management Office	r
Human Resource Mgt. and Dev't. Office Ground Floor, City Hall New Bidg., Tacloban City	d
nrmdetaclogan.agplicagts@smail.com	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.