

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. GUILIOPE
OIC-Human Resource Management Officer

Date: May 26, 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 applicable (if applicable)	
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)	N/A	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	66	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

25	Engineering Assistant	40	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
26	Market Inspector II	5	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	Operation of Market, Economic Enterprise Division, City Administrator's Office
27	Market Inspector II	6	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	Operation of Market, Economic Enterprise Division, City Administrator's Office
28	Market Supervisor III	2	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	Operation of Market, Economic Enterprise Division, City Administrator's Office
29	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	Operation of Market, Economic Enterprise Division, City Administrator's Office
30	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
31	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
32	Nurse IV	17	19	49835	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	City Health Office
33	Social Welfare Officer III	11	18	45203	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant 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	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Engineer's Office
35	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
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 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. QUILIOPE

OIC-Human Resource Management Officer

Human Resource Mgt. and Dev't. Office Ground

Floor, City Hall New Bldg., Tacloban City

hrmdo-tacloban-applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.