

Republic of the Philippines
CGO TACLOBAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 LIZA A. QUILLOPE
OIC-Human Resource Management Officer
Date: July 7, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	Administrative Aide III (Utility Worker II)	19	3	14125	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Veterinary Office	
2	Administrative Aide IV (Storekeeper I)	9	4	14993	Elementary School Graduate	None required	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Engineer's Office	
3	Administrative Aide IV (Electrician I)	9	4	14993	High School Graduate or Completion of vocational/trade course relevant	None required	None required	None required	Electrician/Building Wiring (- 250 volts) (MC 10, s. 2013 - Category II)	N/A	City Architect's Office	
4	Administrative Aide VI (Electrician II)	17	6	16877	High School Graduate or Completion of vocational/trade course relevant	None required	None required	None required	Electrician/Building Wiring (- 250 volts) (MC 10, s. 2013 - Category II)	N/A	City Engineer's Office	
5	Administrative Aide VI (Electrician II)	23	6	16877	High School Graduate or Completion of vocational/trade course relevant	None required	None required	None required	Electrician/Building Wiring (- 250 volts) (MC 10, s. 2013 - Category II)	N/A	City General Services Office	

6	Social Welfare Officer III	8	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
7	Social Welfare Officer III	9	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
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 **July 22, 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. 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. QUILLOPE

OIC-Human Resource Management Officer

Human Resource Mgt. and Dev't. Office Ground

Floor, City Hall New Bldg., Taaloban City

hrrmdotacloban_applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.