


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. ANNAMAZA A. QUILIOPE  
HRMO

Date: September 9, 2021

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	
1	Labor and Employment Officer III	56	16	36628	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD) and/or other allied fields	4 hours relevant training on employment facilitation	1 year experience in program management relative to employment facilitation	CS Prof./2nd level Eligibility	City Mayor's Office
	<b>NOTHING FOLLOWS</b>								

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 September 24, 2021.

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](http://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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Hon. ALFRED S. ROMUALDEZ  
City Mayor  
City Mayor's Office, 3rd Floor, City Hall New Bldg., Tacloban City  
hrmdotacioban.applicants@gmail.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

