

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. QUILLOPE  
D/C - HRMO

Date: September 12, 2023

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	Administrative Officer V (Administrative Officer III)	29	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	City Administrator's Office (Economic Enterprise Division)
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 September 27, 2023.

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.
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. QUILIOPÉ**

OIC - HRMO

Kanhuraw Hill, Tacloban City

[hrmo.tacloban@gmail.com](mailto:hrmo.tacloban@gmail.com)

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