

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 LIZA A. QUILIOPE

HRMO

Date: September 21, 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	Competency (if applicable)	
1	City Government Assistant Department Head II (Assistant City Cooperatives Officer)	2	24	86742	Bachelor's degree	24 hours of training in management and supervision	4 years in positions/s involving management and supervision	CS Prof./2nd level Eligibility	<p>Core:</p> <ul style="list-style-type: none"> -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence <p>Leadership:</p> <ul style="list-style-type: none"> -Managing Performance -Developing People -Building Partnering and Networking -Thinking Strategically -Leading Change 	City Cooperative Development and Liveihood Assistance Office
2	Draftsman I	10	6	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub-Prof./Draftsman (CSC MC 10, s. 2013 -Cat. II)		City Assessor's 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 October 6, 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;
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:

Atty. ANNALIZA A. QUILIOPE

OIC-HRMO

Human Resource Mgt. and Dev't. Office, 2nd Floor, City Hall Bldg., Tacloban City

hrmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.