

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. QUILIOPE**

OIC-Human Resource Management Officer

Date: November 3, 2022

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	52	1	12517	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Social Welfare and Dev't. Office
2	Administrative Aide I (Laborer I)	61	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
<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 **November 18, 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](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. QUILIOPE**

OIC-Human Resource Management Officer

Human Resource Mgt. and Dev't. Office Ground  
Floor, City Hall New Bldg., Tacloban City

[hrrmdotacloban.applicants@gmail.com](mailto:hrrmdotacloban.applicants@gmail.com)

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