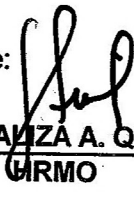


Republic of the Philippines
CGO TACLOBAN
Request for Publication of Vacant Positions

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
CIRMO

Date: December 6, 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 applicable (if applicable)	
1	Administrative Aide I (Laborer I)	64	1	12034	Must be able to read and write	None required	None required	None required		City General Services Office
2	Administrative Aide I (Utility Worker I)	8	1	12034	Must be able to read and write	None required	None required	None required		City Treasurer's Office
3	Administrative Aide III (Utility Worker II)	11	3	13572	Must be able to read and write	None required	None required	None required		Tacloban City Hospital
4	Administrative Aide III (Driver I)	6	3	13572	Elementary School Graduate	None required	None required	Driver's License		City Assessor's Office
5	Administrative Aide III (Driver I)	16	3	13572	Elementary School Graduate	None required	None required	Driver's License		City Population Office
6	Administrative Aide IV (Clerk II)	6	4	14400	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Local Government Operations Office (DILG)
7	Administrative Aide VI (Clerk III)	3	6	16200	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Agriculturist Office
8	Administrative Aide VI (Clerk III)	6	6	16200	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Engineer's Office

9	Administrative Aide VI (Electrician II)	23	6	16200	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (CSC MC 10, s. 2013)		City General Services Office
10	Administrative Officer II (Management and Audit Analyst I)	8	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
11	Agricultural Technologist	9,12,14,17, 20, 22	10	21205	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculturist Office
12	City Government Assistant Department Head II (Assistant City Treasurer)	2	24	86742	Bachelor's degree preferably in commerce, public administration, or law	None	5 years experience in the treasury or accounting service	CS Prof./2nd level eligibility/BCLTE	Core: -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance and Coaching for Results -Developing People -Building Partnership and Networking Thinking Strategically and Creatively -Leading Change	City Treasurer's Office

13	City Government Department Head II (City Assessor)	1	26	111742	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	Core: -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance and Coaching for Results -Developing People -Building Partnership and Networking Thinking Strategically and Creatively -Leading Change	City Assessor's Office
14	City Government Department Head II (City Architect)	1	26	111742	Bachelor of Science in Architecture	None	5 years practice in profession	RA 1080	Core: -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance and Coaching for Results -Developing People -Building Partnership and Networking Thinking Strategically and Creatively -Leading Change	City Architect's Office

15	City Government Department Head II (City Housing and Community Development Officer)	1	26	111742	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	Core: -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance and Coaching for Results -Developing People -Building Partnership and Networking Thinking Strategically and Creatively -Leading Change	City Housing and Community Development Office
16	City Government Department Head II (City Traffic Operations Officer)	1	26	111742	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	Core: -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance and Coaching for Results -Developing People -Building Partnership and Networking Thinking Strategically and Creatively -Leading Change	Traffic Operations Management Enforcement and Control Office
17	Day Care Worker I	32, 35, 42, 43	6	16200	High School Graduate	None required	None required	None required		City Social Welfare and Development Office
18	Dentist II	15	17	39986	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
19	Economist I	5	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office

20	Engineer I	48	12	26052	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		City Engineer's Office
21	Engineering Assistant	39,40	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Engineer's Office
22	Internal Auditor I	9	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
23	Labor and Employment Officer II	57	13	28276	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD) and/or other related fields	2 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	CS Prof.		City Mayor's Office
24	License Inspector II	37	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Mayor's Office
25	Local Treasury Operations Officer III	67	18	43681	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Treasurer's Office
26	Market Supervisor IV	1	22	68415	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		Operation of Market
27	Market Inspector II	5,6	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		Operation of Market
28	Meat Inspector II	5	8	18252	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Veterinary Office

29	Medical Officer III	20, 21	21	60901	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
30	Medical Officer IV	17	23	76907	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
31	Medical Technologist II	42	15	33575	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
32	Medical Technologist II	23	15	33575	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
33	Musician	15	5	15275	High School Graduate	None required	None required	None required		City Administrator's Office
34	Project Development Officer I	7	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office
35	Project Evaluation Officer IV	13	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Planning and Development Office
36	Sanitation Inspector II	49, 52	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Health Office
37	Social Welfare Assistant	22, 26, 27, 30	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Social Welfare and Development Office
38	Social Welfare Officer III	3,4,5,6,7	18	43681	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080		City Social Welfare and Development Office
39	Sociologist I	10	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Planning and Development Office

40	Sports Development Officer II	48	14	30799	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Mayor's Office
41	Statistician I	4	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Health Office
42	Tourism Operations Officer II	42	15	33575	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and; Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof.		City Mayor's Office
43	Veterinarian I	4	13	28276	Doctor of Veterinary Medicine	None required	None required	RA 1080		City Veterinary Office
44	Warehouseman I	21	6	16200	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City General Services 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 December 22, 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.