

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
OGC - HRMO

Date: March 2, 2023

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency (if applicable) | Place of Assignment |
|-----|---|-----------------------|---------------------------------|-------------------|-----------------------------------|------------------|---------------|--|-------------------------------|---------------------------------|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | Administrative Aide I (Laborer I) | 77 | 1 | 13000 | 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 |
| 2 | Administrative Aide I (Laborer I) | 82 | 1 | 13000 | 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 |
| 3 | Administrative Aide I (Laborer I) | 86 | 1 | 13000 | 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 |
| | 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 March 17, 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;

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 - HRMO

Kanhuraw Hill, Tacloban City

hrmdo.tacloban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.