

Republic of the Philippines  
City Government of Tacloban  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of City Government of Tacloban in the CSC website:

Electronic copy to be submitted to the CSC FO must be in MS  
Excel format

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CRISTINA DOMALDEZ  
City Mayor  
Date: September 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary (in pesos)	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide I (Laborer I)	58	1	126,120.00	Must be able to read and write	None required	None required	None required	None required	City General Services Office	
2	Administrative Aide IV (Driver II)	27	4	152,088.00	Elementary School Graduate	None required	None required	None required	Driver's License	City Mayor's Office	
3	Administrative Aide VI (Clerk III)	3	6	172,080.00	Completion of two years studies in college	None required	None required	None required	Career Service Sub-Professional	City Agriculturist's Office	
4	Administrative Aide VI (Storekeeper II)	5	6	172,080.00	Completion of two years studies in college	None required	None required	None required	Career Service Sub-Professional	Tacloban City Hospital	
5	Administrative Officer II (Management and Audit Analyst I)	8	11	242,148.00	Completion of two years studies in college	None required	None required	None required	Career Service Professional	City Internal Audit Service Office	
6	Agricultural Technologist	9,12,14,17,22	10	224,616.00	Completion of two years studies in college	None required	None required	None required	Career Service Professional	City Agriculturist's Office	
7	City Gov't. Dept. Head II (City Assessor)	1	26	1,105,296.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None required	5 years experience in real property assessment work or any related field	RA 1080 (Real Estate Service)	Core and Leadership Competencies	City Assessor's Office	

8	Construction and Maintenance Man	66	2	134,400.00	Elementary School Graduate	None required	None required	None required	None required	None required	None required	None required	City Engineer's Office
9	Day Care Worker I	35, 42	6	172,080.00	High School Graduate	None required	None required	None required	None required	None required	None required	None required	City Social Welfare and Dev't. Office
10	Electrician I	9	4	152,088.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	None required	Electrician			City Architect's Office
11	Electrician II	17	6	172,080.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	None required	Electrician			City Engineer's Office
12	License Inspector II	37	8	195,384.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional					City Mayor's Office
13	Medical Officer III	11	21	630,648.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080					City Health Office
14	Nursing Attendant I	43	4	152,088.00	Elementary School Graduate	None required	None required	None required	None required	None required			Tacolban City Hospital

The City Government of Tacloban encourages all interested applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 30, 2018**:

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 present position for one(1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to address their application to:

**Hon. CRISTINA G. ROMUALDEZ**

City Mayor

City Mayor's Office, Kanhuraw Hill, Tacloban City

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