

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:

*Melanie G. de Leon*  
MELANIE G. DE LEON

OIC-Human Resource Mgt. and Dev't. Office  
October 04, 2019

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide II (Messenger)	12	2	11,761.00	Elementary School Graduate	None required	None required	None required		City Budget Office
2	Administrative Aide III (Carpenter I)	9	3	11,914.00	Elementary School Graduate	None required	None required	Carpenter (Cat. II, MC 10, s. 2013)		City General Services Office
3	Administrative Aide III (Clerk I)	5	3	11,914.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
4	Administrative Aide III (Clerk I)	7, 8	3	11,914.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Division Office
5	Administrative Aide III (Clerk I)	4	3	11,914.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Environment and Natural Resources Office
6	Administrative Aide III (Clerk I)	15	3	11,914.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Population Office
7	Administrative Aide III (Clerk I)	6	3	11,914.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
8	Administrative Aide IV (Clerk II)	4	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Housing and Community Dev't. Office
9	Administrative Aide IV (Clerk II)	4	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
10	Administrative Aide IV (Clerk II)	25	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Mayor's Office
11	Administrative Aide IV (Clerk II)	12	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		Operation of Market
12	Administrative Aide IV (Clerk II)	20	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office

13	Administrative Aide V (Carpenter II)	56,59	5	13,481.00	Elementary School Graduate	None required	None required	Carpenter (Cat. II, MC 10, s. 2013)		City Engineer's Office
14	Administrative Aide VI (Accounting Clerk II)	13, 20	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
15	Administrative Aide VI (Clerk III)	3	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
16	Administrative Aide VI (Clerk III)	6	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Civil Registrar's Office
17	Administrative Aide VI (Clerk III)	15	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City General Services Office
18	Administrative Aide VI (Clerk III)	5, 6	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Disaster Risk Reduction Management Office
19	Administrative Aide VI (Clerk III)	4	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Planning and Dev't. Office
20	Administrative Aide VI (Clerk III)	18, 69, 70	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
21	Administrative Aide VI (Clerk III)	4	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		Tacloban City Hospital
22	Administrative Aide VI (Cash Clerk II)	65	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
23	Administrative Aide VI (Mechanic II)	30	6	14,340.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 10, s. 2013)		City General Services Office
24	Administrative Officer III (Records Officer II)	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Health Office
25	Administrative Officer III (Records Officer II)	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Treasurer's Office
26	Administrative Officer IV (Accountant II)	5	15	29,010.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		City Accountant's Office
27	Administrative Officer V (Administrative Officer III)	2	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		Tacloban City Hospital
28	Administrative Officer V (Cashier III)	60	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Treasurer's Office

29	Administrative Officer V (Human Resource Mgt. Officer III)	7	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		Human Resource Mgt. and Dev't. Office
30	Agricultural Technician II	23, 28	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Agriculturist Office
31	Architect I	5	12	22,149.00	Bachelor's degree in Architecture	None required	None required	RA 1080		City Architect's Office
32	Assessment Clerk II	22, 23	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
33	Assessment Clerk I	18, 24, 26	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
34	Assistant Statistician	15, 16	9	17,473.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Planning and Dev't. Office
35	Attorney II	4	18	38,085.00	Bachelor of Laws	None required	None required	RA 1080		City Mayor's Office
36	Attorney III	3	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		City Mayor's Office
37	Communication Equipment Operator II	5	6	14,340.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communication Equipment Operator (Cat. II, MC 10, s. 2013)		TOMEKO
38	Community Affairs Officer I	1, 3	11	20,754.00	Bachelor's degree	None required	None required	CS Prof.		City Local Government Operations Office (DILG)
39	Construction and Maintenance Foreman	51	8	16,282.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required		City Engineer's Office
40	Dentist I	16	14	26,494.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080		City Health Office
41	Dentist III	14	20	47,037.00	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
42	Engineering Assistant	40	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Engineer's Office
43	Engineer IV	46	22	58,717.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		City Engineer's Office
44	Food Service Supervisor I	49	9	17,473.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		Tacloban City Hospital

45	Heavy Equipment Operator I	24	4	12,674.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (Cat. II, MC 10, s. 2013)		City Engineer's Office
46	Internal Auditing Assistant	11	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Internal Audit Service Office
47	Licensing Officer IV	35	22	58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Mayor's Office
48	Local Assessment Operations Officer I	16	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.		City Assessor's Office
49	Local Revenue Collection Officer I	47	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
50	Local Revenue Collection Officer III	29	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Treasurer's Office
51	Local Treasury Operations Officer I	17	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
52	Market Inspector I	11	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub- Prof.		Operation of Market
53	Market Inspector II	6	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Prof.		Operation of Market
54	Medical Officer I	12,13	16	31,765.00	Doctor of Medicine	None required	None required	RA 1080		City Health Office
55	Midwife II	28,31, 35, 37, 38	11	20,179.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
56	Midwife III	25	13	24,224.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
57	Musician	24, 25	5	13,481.00	High School Graduate	None required	None required	None required		City Administrator's Office
58	Nurse IV	28	19	42,099.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080		Tacloban City Hospital
59	Nutritionist-Dietitian I	48	11	20,179.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080		Tacloban City Hospital
60	Nutrition Officer III	39	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Mayor's Office
61	Population Program Officer III	2	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Population Office

62	Population Program Worker II	10,11,12,14	7	15,254.00	Completion of two year studies in college	None required	None required	CS Sub- Prof.		City Population Office
63	Project Development Officer IV	17	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Planning and Dev't. Office
64	Project Evaluation Officer II	12	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Social Welfare and Dev't. Office
65	Registration Officer II	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Civil Registrar's Office
66	Revenue Collection Clerk I	56	5	13,481.00	Completion of two year studies in college	None required	None required	CS Sub- Prof.		City Treasurer's Office
67	Sanitation Inspector II	49	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Prof.		City Health Office
68	Social Welfare Assistant	27, 30	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Prof.		City Social Welfare and Dev't. Office
69	Social Welfare Officer I	18	11	20,179.00	Bachelor's degree in Social Work	None required	None required	RA 1080		City Social Welfare and Dev't. Office
70	Social Welfare Officer III	4, 5,6,7	18	38,085.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080		City Social Welfare and Dev't. Office
71	Special Agent I	43	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Prof.		City Engineer's Office
72	Supervising Cooperative Development Specialist	3	22	65,805.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Cooperative Development and Livelihood Assistance
73	Ticket Checker	24, 26	3	11,914.00	High School Graduate	None required	None required	None required		City Treasurer's Office
74	Welder I	20	4	12,674.00	Elementary School Graduate	None required	None required	Welder		City Engineer's Office
75	Zoning Officer I	8	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Planning and Dev't. Office

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 **October 21, 2019**:

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 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 address their application to:

**Hon. ALFRED S. ROMUALDEZ**

City Mayor

Tacloban City

2nd floor, City Hall Main Bldg., Kanhuraw Hill, Tacloban City

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