

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:


 Atty. ANNA LIZA A. QUILOPE,

OIC-Human Resource Mgt. and Dev't. Office

Date: December 02, 2020

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 I (Laborer I)	73	1	11,551.00	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	11,551.00	Must be able to read and write	None required	None required	None required		City Local Gov't. Operations Office
3	Administrative Aide I (Utility Worker I)	23	1	11,551.00	Must be able to read and write	None required	None required	None required		Operation of Market
4	Administrative Aide III (Driver I)	6	3	13,019.00	Elementary School Graduate	None required	None required	Driver License		City Assessor's Office
5	Administrative Aide III (Driver I)	29	3	13,019.00	Elementary School Graduate	None required	None required	Driver License		City Engineer's Office
6	Administrative Aide IV (Electrician I)	9	4	13,807.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013-Cat. II)		City Architect's Office
7	Administrative Aide IV (Storekeeper I)	9	4	13,807.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Engineer's Office
8	Administrative Aide VI (Clerk III)	5	6	15,524.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
9	Administrative Aide VI (Electrician II)	17	6	15,524.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013-Cat. II)		City Engineer's Office

10	Administrative Assistant II (Painter Foreman)	18	8	17,505.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013-Cat. II)		City Engineer's Office
11	Administrative Assistant II (Accounting Clerk III)	12	8	17,505.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Accountant's Office
12	Administrative Officer I (Supply Officer I)	18	10	20,219.00	Bachelor's degree	None required	None required	CS Prof.		City General Services Office
13	City Government Department Head II (City General Services Officer)	1	26	109,593.00	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	CS Prof.	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Partnering and Networking Thinking Strategically Leading Change	City General Services Office
14	Community Affairs Assistant I	4	5	14,641.00	Completion of 2 years studies in college	None required	None required	CS Sub-Prof.		City Local Gov't. Operations Office
15	Construction and Maintenance Man	63, 82	2	12,276.00	Elementary School Graduate	None required	None required	None required		City Engineer's Office
16	Local Assessment Operations Officer IV	20	22	66,867.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Assessor's Office
17	Local Treasury Operations Officer I	15	11	22,316.00	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office

18	Local Treasury Operations Officer II	11	15	32,053.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Treasurer's Office
19	Meat Inspector I	8	6	15,524.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Veterinary Office
20	Midwife II	34	11	22,316.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
21	Midwife III	26	13	26,754.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
22	Nurse III	18	17	38,464.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
23	Nurse III	29	17	38,464.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
24	Planning Officer IV	7	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Planning and Development Office
25	Population Program Worker II	9	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS Sub-Prof.		City Population Office
26	Supervising Administrative Officer (Accountant IV)	3	22	66,867.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		City Accountant's Office
27	Supervising Administrative Officer (Management and Audit Analyst IV)	3	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		City Internal Audit Service Office

28	Tax Mapper IV	8	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Assessor's Office
29	Ticket Checker	21	3	13,019.00	High School Graduate	None required	None required	None required		City Treasurer's 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 **December 17, 2020**:

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 present position for last rating period(if applicable);
3. Photocopy of certificate of eligibilty/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.