

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
OIC-HRMO

Date: January 5, 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 (if applicable)	
1	Administrative Aide I (Laborer I)	96	1	11551	Must be able to read and write	None required	None required	None required		City General Services Office
2	Administrative Officer I (Supply Officer I)	5	10	20219	Bachelor's degree	None required	None required	CS Prof.		City Health Office
3	City Gov't. Asst. Dept. Head II (Asst. City General Services Officer)	2	24	85074	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Prof.	Core: Exemplifying Integrity Solving Problems and Decision Making Service Excellence Leadership: Managing Performance Developing People Partnering and Networking Thinking Strategically	City General Services Office
4	Draftsman II	44	8	17505	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (CSC MC 10, s. 2013)		City Engineer's Office
5	Project Evaluation Officer IV	13	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Planning and Development Office
6	Watchman I	8	2	12276	Elementary School Graduate	None required	None required	None required		City Civil Registrar's Office
7	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 January 21, 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

hrmdo.tacloban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.