

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

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 filed, at the CGO TACLOBAN in the CSC website:

Atty. ANNALIZA A. QUILLOPE  
OC - HRMO  
Date: February 2, 2023

No.	Position Title, (Parentnetical 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	City Government Department Head II (City Budget Officer)	1	26	116040	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None required	5 years experience in government budgeting or in any related field	CS Prof. / Second Level Eligibility	N/A	City Budget 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 February 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](http://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](mailto:hrmdo.tacloban@gmail.com)

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