

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  
HRMO

Date: March 4, 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 applicable) (if applicable)	
1	Accountant III	4	19	46791	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		City Accountant's Office
2	Administrative Aide I (Laborer I)	58, 82, 86, 89	1	11551	Must be able to read and write	None required	None required	None required		City General Services Office
3	Administrative Aide I (Utility Worker I)	41	1	11551	Must be able to read and write	None required	None required	None required		City Mayor's Office
4	Administrative Aide I (Utility Worker I)	25	1	11551	Must be able to read and write	None required	None required	None required		Operation of Market
5	Administrative Aide I (Utility Worker I)	8	1	11551	Must be able to read and write	None required	None required	None required		City Treasurer's Office
6	Administrative Aide III (Laborer II)	44	3	13019	Must be able to read and write	None required	None required	None required		City General Services Office
7	Administrative Aide III (Utility Worker II)	7	3	13019	Must be able to read and write	None required	None required	None required		City General Services Office
8	Administrative Aide III (Utility Worker II)	11	3	13019	Must be able to read and write	None required	None required	None required		Tacloban City Hospital
9	Administrative Aide III (Driver I)	16	3	13019	Elementary School Graduate	None required	None required	Driver License		City Population Office

10	Administrative Aide III (Driver I)	5	3	13019	Elementary School Graduate	None required	None required	Driver License		City Budget Office
11	Administrative Aide IV (Clerk II)	6	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Local Governmet Operations Office (DILG)
12	Administrative Aide VI (Storekeeper II)	5	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		Tacloban City Hospital
13	Administrative Aide VI (Clerk III)	3	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Agriculturist Office
14	Administrative Aide VI (Clerk III)	6	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Engineer's Office
15	Administrative Aide VI (Clerk III)	22	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
16	Administrative Aide VI (Fiscal Clerk II)	23	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
17	Administrative Aide VI (Electrician II)	23	6	15524	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (CSC MC 10, s. 2013)		City General Services Office
18	Administrative Officer II (Management and Audit Analyst I)	8	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
19	Administrative Officer III (Cashier II)	61	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Treasurer's Office
20	Administrative Officer IV (Administrative Officer II)	3	15	32053	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Administrator's Office

21	Agricultural Technoogist	9,12,14, 17, 20, 22	10	20219	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculturist Office
22	CDRRM Assistant	4	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Disaster Risk Reduction Management Office
23	City Government Assistant Department Head II (Assistant City Engineer)	2	24	85074	Bachelor's degree in Engineering relevant to the job	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080	<b>Core:</b> Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Engineer's Office
24	City Government Assistant Department Head II (Assistant City Treasurer)	2	24	85074	Bachelor's degree preferably in commerce, public administration, or law	24 hours of training in management and supervision	5 years experience in the treasury or accounting service	CS Prof./2nd level eligibility/BCLTE	<b>Core:</b> Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Treasurer's Office

25	City Government Department Head II (City Assessor)	1	26	109593	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Assessor's Office
26	City Government Department Head II (City Architect)	1	26	109593	Bachelor of Science in Architecture	None	5 years practice in profession	RA 1080	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Architect's Office
27	City Government Department Head II (City Housing and Community Development Officer)	1	26	109593	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Housing and Community Development Office

28	City Government Department Head II (City Social Welfare and Development Officer)	1	26	109593	Bachelor's degree in Social Work	None	5 years experience in the practice of social work	RA 1080 (Social Worker)	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Social Welfare and Development Office
29	City Government Department Head II (City Traffic Operations Officer)	1	26	109593	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	Traffic Operations Management Enforcement and Control Office
30	Community Affairs Officer I	1, 3	11	22316	Bachelor's degree	None required	None required	CS Prof.		City Local Governmet Operations Office (DILG)
31	Construction and Maintenance Man	66	2	12276	Elementary School Graduate	None required	None required	None required		City Engineer's Office
32	Day Care Worker I	32, 35, 42, 43	6	15524	High School Graduate	None required	None required	None required		City Social Welfare and Development Office
33	Dentist II	15	17	38464	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
34	Economist I	5	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office

35	Engineer I	48	12	24495	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		City Engineer's Office
36	Engineering Assistant	39	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Engineer's Office
37	Internal Auditor I	9	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
38	Labor and Employment Officer III	56	16	35106	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Mayor's Office
39	License Inspector II	37	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Mayor's Office
40	Local Assessment Operations Officer IV	13	22	66867	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Assessor's Office
41	Local Revenue Collection Officer I	40	11	22316	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
42	Local Treasury Operations Officer III	67	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Treasurer's Office
43	Market Supervisor IV	1	22	66867	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		Operation of Market
44	Market Inspector II	5	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		Operation of Market
45	Meat Inspector I	13	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Veterinary Office
46	Meat Inspector II	5	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Veterinary Office

47	Medical Officer III	11	21	59353	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
48	Medical Officer III	20, 21	21	59353	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
49	Medical Officer IV	17	23	75359	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
50	Medical Technologist II	42	15	32053	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
51	Medical Technologist II	23	15	32053	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
52	Midwife II	33	11	22316	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
53	Project Development Officer I	7	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office
54	Sanitation Inspector II	52	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Health Office
55	Social Welfare Assistant	22, 26, 27, 30	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Social Welfare and Development Office
56	Social Welfare Officer I	14, 18	11	22316	Bachelor's degree in Social Work	None required	None required	RA 1080		City Social Welfare and Development Office
57	Social Welfare Officer III	3,4,5,6,7	18	42159	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080		City Social Welfare and Development Office

58	Sports Development Officer II	48	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Mayor's Office
59	Statistician I	4	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Health Office
60	Tourism Operations Officer II	42	15	32053	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and; Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof.		City Mayor's Office
61	Veterinarian I	4	13	26754	Doctor of Veterinary Medicine	None required	None required	RA 1080		City Veterinary Office
62	Warehouseman I	21	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City General Services Office
	<b>NOTHING FOLLOWS</b>									

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 March 22,



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.

**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

[hrmdotacloban.applicants@gmail.com](mailto:hrmdotacloban.applicants@gmail.com)

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