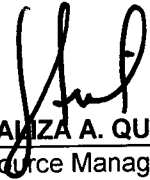


Republic of the Philippines  
**CGO TACLOBAN**  
Request for Publication of Vacant Positions

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. QUILOPE**

OIC-Human Resource Management Officer

Date: May 19, 2022

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	Administrative Aide III (Clerk I)	6	3	14125	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
2	Administrative Aide IV (Clerk II)	20	4	14993	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
3	Administrative Aide VI (Cash Clerk II)	65	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
4	Administrative Aide VI (Clerk III)	4	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Planning and Development Office
5	Administrative Aide VI (Clerk III)	5	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
6	Administrative Aide VI (Clerk III)	18	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
7	Administrative Aide VI (Clerk III)	69	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office

8	Administrative Aide VI (Clerk III)	70	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
9	Administrative Aide VI (Clerk III)	71	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
10	Administrative Aide VI (Clerk III)	22	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Accountant's Office
11	Administrative Aide VI (Accounting Clerk II)	13	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Accountant's Office
12	Administrative Aide VI (Accounting Clerk II)	20	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Accountant's Office
13	Administrative Aide VI (Fiscal Clerk II)	23	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Accountant's Office
14	Administrative Assistant II (Accounting Clerk III)	12	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Accountant's Office
15	Administrative Officer I (Cashier I)	63	10	22190	Bachelor's degree	None required	None required	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office
16	Administrative Officer III (Cashier II)	61	14	32321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office
17	Assistant Statistician	16	9	20340	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Planning and Development Office
18	Local Revenue Collection Officer III	29	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office
19	Local Treasury Operations Assistant	12	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
20	Local Treasury Operations Officer I	15	11	25439	Bachelor's degree	None required	None required	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office
21	Local Treasury Operations Officer I	16	11	25439	Bachelor's degree	None required	None required	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office

22	Local Treasury Operations Officer I	17	11	25439	Bachelor's degree	None required	None required	CS Prof./Second Level, Eligibility	N/A	City Treasurer's Office
23	Local Treasury Operations Officer III	67	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Treasurer's Office
24	Project Development Officer IV	17	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Planning and Development Office
25	Project Evaluation Officer IV	13	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Planning and Development Office
26	Revenue Collection Clerk I	56	5	15909	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Treasurer's Office
27	Sociologist I	10	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof./Second Level Eligibility	N/A	City Planning and Development Office
28	Ticket Checker	21	3	14125	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Treasurer's Office
29	Ticket Checker	24	3	14125	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Treasurer's Office
30	Ticket Checker	26	3	14125	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	City Treasurer's Office
31	Zoning Officer I	8	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof./Second Level Eligibility	N/A	City Planning and Development 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 **June 3, 2022**.

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-Human Resource Management Officer**

Human Resource Mgt. and Dev't. Office Ground  
Floor, City Hall New Bldg., Tacloban City

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

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