

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-Human Resource Management Officer

Date: May 24, 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 I (Laborer I) | 57 | 1 | 12517 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013-Cat. III) | N/A | City Health Office |
| 2 | Administrative Aide I (Utility Worker I) | 8 | 1 | 12517 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013-Cat. III) | N/A | City Local Government Operations Office |
| 3 | Administrative Aide I (Utility Worker I) | 12 | 1 | 12517 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013-Cat. III) | N/A | Tacloban City Hospital |
| 4 | Administrative Aide III (Clerk I) | 5 | 3 | 14125 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |
| 5 | Administrative Aide III (Clerk I) | 7 | 3 | 14125 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Division Office |
| 6 | Administrative Aide III (Clerk I) | 8 | 3 | 14125 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Division Office |

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|----|--|----|----|-------|--|------------------------------|--------------------------------|--------------------------------------|-----|--|
| 7 | Administrative Aide IV (Clerk II) | 6 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Local Government Operations Office |
| 8 | Administrative Aide IV (Clerk II) | 7 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Local Government Operations Office |
| 9 | Administrative Aide IV (Clerk II) | 2 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Division Office |
| 10 | Administrative Aide VI (Clerk III) | 3 | 6 | 16877 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |
| 11 | Administrative Aide VI (Storekeeper II) | 5 | 6 | 16877 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | Tacloban City Hospital |
| 12 | Administrative Officer III (Records Officer II) | 3 | 14 | 32321 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Prof./Second Level Eligibility | N/A | City Health Office |
| 13 | Administrative Officer V (Administrative Officer III) | 2 | 18 | 45203 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS Prof./Second Level Eligibility | N/A | Tacloban City Hospital |
| 14 | Administrative Officer V (Human Resource Management Officer III) | 7 | 18 | 45203 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS Prof./Second Level Eligibility | N/A | Human Resource Management and Development Office |
| 15 | Administrative Officer II (Management and Audit Analyst I) | 8 | 11 | 25439 | Bachelor's degree relevant to the job | None required | None required | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |
| 16 | Administrative Officer V (Management and Audit Analyst III) | 4 | 18 | 45203 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |
| 17 | Assessment Clerk I | 18 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |

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|----|-------------------------------|----|----|-------|--|------------------------------|-------------------------------|--|-----|---|
| 18 | Assessment Clerk I | 24 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |
| 19 | Assessment Clerk I | 26 | 4 | 14993 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |
| 20 | Assessment Clerk II | 22 | 6 | 16877 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Assessor's Office |
| 21 | Assessment 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 Assessor's Office |
| 22 | Community Affairs Assistant I | 4 | 5 | 15909 | Completion of two years studies in college | None required | None required | CS Sub-Prof./First Level Eligibility | N/A | City Local Government Operations Office |
| 23 | Community Affairs Officer I | 3 | 11 | 25439 | Bachelor's degree | None required | None required | CS Prof./Second Level Eligibility | N/A | City Local Government Operations Office |
| 24 | Draftsman I | 10 | 6 | 16877 | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | None required | None required | CS Sub-Prof./First Level Eligibility/Draftsman or Illustrator (MC 10, s. 2013-Cat. II) | N/A | City Assessor's Office |
| 25 | Food Service Supervisor I | 49 | 9 | 20340 | Bachelor's degree relevant to the job | None required | None required | CS Prof./Second Level Eligibility | N/A | Tacloban City Hospital |
| 26 | Internal Auditor I | 9 | 11 | 25439 | Bachelor's degree relevant to the job | None required | None required | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |
| 27 | Internal Auditor I | 14 | 11 | 25439 | Bachelor's degree relevant to the job | None required | None required | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |
| 28 | Internal Auditor II | 13 | 15 | 35097 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |

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|----|--|----|----|-------|---------------------------------------|-------------------------------|--------------------------------|---|-----|------------------------------------|
| 29 | Internal Auditor III | 12 | 18 | 45203 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Prof./Second Level Eligibility | N/A | City Internal Audit Service Office |
| 30 | Local Assessment Operations Officer I | 16 | 11 | 25439 | Bachelor's degree | None required | None required | CS Prof./Second Level Eligibility | N/A | City Assessor's Office |
| 31 | Local Assessment Operations Officer IV | 13 | 22 | 69963 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS Prof./Second Level Eligibility | N/A | City Assessor's Office |
| 32 | Local Assessment Operations Officer IV | 20 | 22 | 69963 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS Prof./Second Level Eligibility | N/A | City Assessor's Office |
| 33 | Medical Officer I | 12 | 16 | 38150 | Doctor of Medicine | None required | None required | RA 1080 | N/A | City Health Office |
| 34 | Medical Officer I | 13 | 16 | 38150 | Doctor of Medicine | None required | None required | RA 1080 | N/A | City Health Office |
| 35 | Medical Officer III | 11 | 21 | 62449 | Doctor of Medicine | None required | None required | RA 1080 | N/A | City Health Office |
| 36 | Midwife III | 25 | 13 | 29798 | Completion of the Midwifery Course | 8 hours of relevant training | 2 years of relevant experience | RA 1080 | N/A | City Health Office |
| 37 | Midwife III | 26 | 13 | 29798 | Completion of the Midwifery Course | 8 hours of relevant training | 2 years of relevant experience | RA 1080 | N/A | City Health Office |
| 38 | Musician | 15 | 5 | 15909 | High School Graduate | None required | None required | None required (MC 10, s. 2013-Cat. III) | N/A | City Administrator's Office |
| 39 | Nurse II | 23 | 16 | 38150 | Bachelor of Science in Nursing | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | City Health Office |
| 40 | Nurse II | 33 | 16 | 38150 | Bachelor of Science in Nursing | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Tacloban City Hospital |
| 41 | Nursing Attendant I | 40 | 4 | 14993 | Elementary School Graduate | None required | None required | None required (MC 10, s. 2013-Cat. III) | N/A | Tacloban City Hospital |

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|------------------------|-------------------------|----|----|-------|--|-------------------------------|--------------------------------|--------------------------------------|-----|------------------------|
| 42 | Sanitation Inspector II | 49 | 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 Health Office |
| 43 | Sanitation Inspector II | 52 | 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 Health Office |
| 44 | Statistician I | 4 | 11 | 25439 | Bachelor's degree relevant to the job | None required | None required | CS Prof./Second Level Eligibility | N/A | City Health Office |
| 45 | Tax Mapper IV | 8 | 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 Assessor's Office |
| NOTHING FOLLOWS | | | | | | | | | | |

This Office highly encourages all interested and qualified applicants and promotes 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), should signify their interest in writing. Attach the following documents to the application letter and to send to the address below not later than **June 8, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.