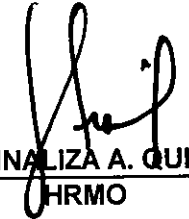


Republic of the Philippines
CGO TACLOBAN
Request for Publication of Vacant Positions

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: June 10, 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)	59	1	11551	Must be able to read and write	None required	None required	None required		City General Services Office
2	Computer Maintenance Technologist II	53	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level Eligibility		City Mayor's Office
3	Local Revenue Collection Officer I	49	11	22316	Bachelor's degree	None required	None required	CS Prof./2nd level Eligibility		City Treasurer's Office
4	Local Treasury Operations Assistant	12	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./1st level Eligibility		City Treasurer's Office
5	Local Treasury Operations Officer I	65	11	22316	Bachelor's degree	None required	None required	CS Prof./2nd level Eligibility		City Treasurer's Office
6	Nursing Attendant I	41	4	13807	Elementary School Graduate	None required	None required	None required		Tacloban City Hospital

7	Social Welfare Officer IV	2	22	66867	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Worker)		City Social Welfare and Development Office
8	Welder I	36	4	13807	Elementary School Graduate	None required	None required	Welder (MC 10, s. 2013-Cat. II)		City General Services 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 June 25, 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

hmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.