


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. QUILLOPE

OIC/HRMO
Date: August 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Sports Development Officer I	49	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Mayor's Office
2	Community Affairs Officer III	7	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	City Housing and Community Development Office

3	Community Affairs Officer I	8	11	27000	Bachelor's degree	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Housing and Community Development Office
4	Community Affairs Officer I	9	11	27000	Bachelor's degree	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	City Housing and Community Development Office
5	Internal Auditor II	13	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience		Career Service (Professional)/ Second Level Eligibility	N/A	City Internal Audit Services Office
6	Administrative Aide VI (Mechanic II)	16	6	17553	High School Graduate / Completion of relevant vocational/ trade course	None required	None required	None required	Mechanic (MC 10, s. 2013-Cat II)	N/A	City Engineer's Office
7	Administrative Aide III (Driver I)	32	3	14678	Elementary School Graduate	None required	None required	None required	Driver's License (MC 10, s. 2013-Cat. IV)	N/A	City Engineer's Office

8	Administrative Aide III (Utility Worker II)	7	3	14678	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)	N/A	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 August 31, 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;
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. QUILLOPE

OIC - HRMO

Kanhuraw Hill, Tacloban City

hrmo.tacloban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.