## 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

Date:

October 8, 2021

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide I (Laborer I)	58,59,61,63,73, 82,86,89,96,97	1	12034	Must be able to read and write	None required	None required	None required		City General Services Office
2	Administrative Aide VI (Cash Clerk II)	65	6	16200	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
3	Administrative Aide VI (Clerk III)	5, 18, 69, 70	6	16200	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./1st level eligibility		City Treasurer's Office
4	Administrative Officer I (Supply Officer I)	18	10	21205	Bachelor's degree relevant to the job	None required	None required	CS Prof./2nd level eligibility		City General Services Office
5	Administrative Officer I (Supply Officer I)	5	10	21205	Bachelor's degree relevant to the job	None required	None required	CS Prof./2nd level eligibility		City Health Office
6	Administrative Officer III (Cashier II)	61	14	30799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility		City Treasurer's Office
7	Administrative Officer III (Records Officer II)	3	14	30799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility		City Health Office
8	Administrative Officer III (Records Officer II)	3	14	30799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility		City Treasurer's Office

9	Administrative Officer V (Supply Officer III)	13	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof./2nd level eligibility		City General Services Office
10	City Government Department. Department Head II (City Agriculturist)	1	26	111742	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	5 years acquired experience in agriculture or in related field	Relevant RA 1080	Core: -Exemplfying Integrity -Solving Problems and Decision Making -Delivering Service Excellence Leadership: -Managing Performance -Developing People -Building Partnering and Networking -Thinking Strategically -Leading Change	City Agriculturist Office
11	Local Treasury Operations Officer I	15, 16, 17	11	23877	Bachelor's degree	None required	None required	CS Prof./2nd level eligibility		City Treasurer's Office
12	Local Treasury Operations Officer II	11	15	33575	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level eligibility		City Treasurer's Office
13	Midwife II	28, 31, 33, 34, 35, 37, 38	11	23877	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
14	Midwife III	25, 26	13	28276	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
15	Nurse III	18	17	39986	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
16	Ticket Checker	21,24,26	3	13572	High School Graduate	None required	None required	None required		City Treasurer's 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 October 23, 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
hrmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.