

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,
CIRMO

Date: October 8, 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)	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

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.