

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: October 12, 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 (Utility Worker I)	8	1	12034	Must be able to read and write	None required	None required	None required		City Local Government Operations Office
2	Administrative Aide I (Utility Worker I)	25	1	12034	Must be able to read and write	None required	None required	None required		Operation of Market
3	Administrative Aide III (Driver I)	29, 32	3	13572	Elementary School Graduate	None required	None required	Driver License		City Engineer's Office
4	Administrative Aide IV (Storekeeper I)	9	4	14400	Completion of two years studies in college	None required	None required	CS Sub-Prof./1st level eligibility		City Engineer's Office
5	Administrative Aide VI (Clerk III)	4	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 Planning and Development Office
6	Administrative Aide VI (Clerk III)	22	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 Accountant's Office

7	Administrative Aide VI (Clerk III)	3	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 Agriculturist Office
8	Administrative Aide VI (Clerk III)	3	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 Assessor's Office
9	Administrative Aide VI (Clerk III)	5,6	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 Disaster Risk Reduction Management Office
10	Administrative Aide VI (Clerk III)	4	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		Tacloban City Hospital
11	Administrative Aide IV (Electrician I)	9	4	14400	High School Graduate or completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013-Cat. II)		City Architect's Office
12	Administrative Aide VI (Electrician II)	17	6	16200	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (MC 10, s. 2013-Cat. II)		City Engineer's Office
13	Administrative Aide VI (Storekeeper II)	5	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		Tacloban City Hospital
14	Administrative Aide VI (Fiscal Clerk II)	23	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 Accountant's Office
15	Administrative Aide VI (Accounting Clerk II)	13, 20	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 Accountant's Office
16	Administrative Asistant II (Accounting Clerk III)	12	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./1st level eligibility		City Accountant's Office

17	Administrative Asistant II (Painter Foreman)	18	8	18251	High School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013 - Cat. II)		City Engineer's Office
18	Administrative Officer V (Administrative Officer III)	2	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof./2nd level eligibility		Tacloban City Hospital
19	Administrative Officer V (Human Resource Manangement Officer III)	7	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof./2nd level eligibility		Human Resource Mgt. and Dev't. Office
20	City Government 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	<p>Core:</p> <ul style="list-style-type: none"> -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence <p>Leadership:</p> <ul style="list-style-type: none"> -Managing Performance -Developing People -Building Partnering and Networking -Thinking Strategically -Leading Change 	City Agriculturist Office

21	City Government Department Head II (City General Services Officer)	1	26	111742	Bachelor's degree in Public Administration, Business Administration and Management	None required	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	CS Prof./2nd level eligibility	<p>Core:</p> <ul style="list-style-type: none"> -Exemplifying Integrity -Solving Problems and Decision Making -Delivering Service Excellence <p>Leadership:</p> <ul style="list-style-type: none"> -Managing Performance -Developing People -Building Partnering and Networking -Thinking Strategically -Leading Change 	City General Services Office
22	Community Affairs Assistant I	4	5	15275	Completion of two years studies in college	None required	None required	CS Sub-Prof./1st level eligibility		City Local Government Operations Office
23	Construction and Maintenance Man	63, 65, 66 82	2	12790	Elementary School Graduate	None required	None required	None required		City Engineer's Office
24	Draftsman II	44	8	18251	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 10, s. 2013 - Cat. II)		City Engineer's Office
25	Engineer III	36	19	48313	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		City Engineer's Office
26	Local Assessment Operations Officer IV	13, 20	22	68415	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof./2nd level eligibility		City Assessor's Office
27	Meat Inspector I	8, 13	6	16200	Completion of two years studies in college	None required	None required	CS Sub-Prof./1st level eligibility		City Veterinary Office

28	Nurse III	29	17	39986	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080		Tacloban City Hospital
29	Population Program Worker II	9,11,12,14	7	17179	Completion of two years studies in college	None required	None required	CS Sub-Prof./1st level eligibility		City Population Office
30	Tax Mapper IV	8	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof./2nd level eligibility		City Assessor's Office
31	Watchman I	8	2	12790	Elementary School Graduate	None required	None required	None required		City Civil Registrar'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 27, 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.