


Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines  
City Government of Tacloban  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of City Government of Tacloban in the CSC website:

  
**AGRIPINO F. PATALINGHUG**  
HRMGO

Date: July 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary (in pesos)	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Social Welfare Assistant	26	8	195,384.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./1st level Eligibility		City Social Welfare and Development Office
2	Tourism Operations Officer II	42	15	348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./2nd level Eligibility		Tourism Services, City Mayor's Office

The City Government of Tacloban encourages all interested applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 15, 2018**

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one(1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to address their application to:

**hon. CRISTINA G. ROMUALDEZ**

City Mayor  
City Mayor's Office, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.