



Republic of the Philippines
TACLOBAN CITY, 6500
Human Resource Management & Development Office
hrmdo.tacloban@gmail.com

1st Indorsement
June 27, 2018

Respectfully transmitted to the Civil Service Commission, Leyte-Field Office, Tacloban City, the herein request for publication of vacant positions in the City Government of Tacloban, for appropriate action.

AGRIPINO F. PATALINGHUG
City Gov't. Dept. Head II
(Human Resource Mgt. Officer)

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
HRMO
Date: June 27, 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	City Gov't. Dept. Head II (City Housing and Community Dev't. Officer)	1	26	1,105,296.00	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	<p>Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence</p> <p>Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change</p>	City Housing and Community Development Office
2	City Gov't. Dept. Head II (City Traffic Operations Officer)	1	26	1,105,296.00	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	<p>Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence</p> <p>Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change</p>	TOMECCO

3	City Gov't. Asst. Dept. Head II (Assistant City Engineer)	2	24	879,588.00	Bachelor's degree in Engineering relevant to the job	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080	<p>Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence</p> <p>Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change</p>	City Engineer's Office
4	City Gov't. Asst. Dept. Head II (Assistant City Internal Audit Service Officer)	2	24	879,588.00	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Prof./2nd level eligibility	<p>Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence</p> <p>Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change</p>	City Internal Audit Service Office
5	City Gov't. Asst. Dept. Head II (Assistant City Treasurer)	2	24	879,588.00	Bachelor's degree preferably in commerce, public administration, or law	24 hours of training in management and supervision	5 years experience in the treasury or accounting service	CS Prof./2nd level eligibility	<p>Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence</p> <p>Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change</p>	City Treasurer's Office

6	City Gov't. Asst. Dept. Head II (Asst. Human Resource Mgt. Officer)	2	24	879,588.00	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Prof./2nd level eligibility	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	Human Resource Mgt. and Dev't. Office
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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 **July 31, 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;
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.