

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:

*Melanie G. De Leon*  
MELANIE G. DE LEON

OIC-Human Resource Mgt. and Dev't. Office  
Date: December 09, 2019

No.	Position Title	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)	23	1	11,068.00	Must be able to read and write	None required	None required	None required		Operation of Market
2	Administrative Aide III (Driver I)	29	3	12,466.00	Elementary School Graduate	None required	None required	Driver License		City Engineer's Office
3	Administrative Aide VI (Clerk III)	5	6	14,847.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
4	Administrative Assistant II (Accounting Clerk III)	12	8	16,758.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Accountant's Office
5	Agricultural Technologist	20	10	19,233.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculturist Office

6	City Government Assistant Department Head II (Assistant City Health Officer)	2	24	83,406.00	Doctor of Medicine	None	4 years practice in profession	RA 1080	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Partnering and Networking Thinking Strategically Leading Change	City Health Office
7	City Government Department Head II (City General Services Officer)	1	26	107,444.00	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	CS Prof.	<b>Core:</b> Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence <b>Leadership:</b> Managing Performance Developing People Partnering and Networking Thinking Strategically Leading Change	City General Services Office
8	Local Assessment Operations Officer IV	20	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Assessor's Office
9	Meat Inspector I	8	6	14,847.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Veterinary Office
10	Medical Technologist II	41	15	30,531.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
11	Midwife III	26	13	25,232.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office

12	Supervising Administrative Officer (Accountant IV)	3	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		City Accountant's 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 **December 26, 2019**:

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 last rating period(if applicable);
3. Photocopy of certificate of eligibilty/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to address their application to:

**Hon. ALFRED S. ROMUALDEZ**

City Mayor

Tacloban City

2nd floor, City Hall Main Bldg., Kanhuraw Hill, Tacloban City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**