

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:

01/14/2020

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)	8	1	11,068.00	Must be able to read and write	None required	None required	None required		City Local Government and Operations Office
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 IV (Storekeeper I)	9	4	13,214.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Engineer's Office
4	Administrative Officer III (Cashier II)	61	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Treasurer's Office

The City Government of Tacloban encourages all interested applicants, including Persons With Disability (PWDs), 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 thru not later than **January 31, 2020**:

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 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 address their application to **Hon. ALFRED S. ROMUALDEZ**, City Mayor, Tacloban City and send thru:

Ms. MELANIE G. DE LEON

OIC-Human Resource Mgt. and Dev't. Office

Human Resource Mgt. and Development Office

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.