

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: January 27, 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 Officer V (Records Officer III)	30	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Mayor's Office
2	Nurse III	18	17	36,942.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant training	RA 1080		City Health Office
3	Planning Officer IV	7	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant training	CS Prof.		City Planning and Development 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 **February 14, 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 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 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.