

March 10, 2019

ACTUAL DATE

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

CS FORM No.9
Series of 2018

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:

RUENA M. MATEY
OIC-Human Resource Mgt. and Dev't. Office
Date: March 5, 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 III (Utility Worker II)	10	3	12,466.00	Must be able to read and write	None required	None required	None required		City Engineer's Office
2	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
3	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
4	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

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 **March 21, 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;
2. Performance rating in the present position for last two rating
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, Tacloban City and send:

Hon. CRISTINA G. ROMUALDEZ
City Mayor
Tacloban City
2nd floor, City Hall Main Bldg., Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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