


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:

  
Atty. ANNALIZA A. QUILIOPE  
OIC-Human Resource Mgt. and Dev't. Office  
Date: March 30, 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 II (Bookbinder I)	46	2	11,761.00	Elementary School Graduate	None required	None required	None required		Sangguniang Panlungsod
2	Administrative Aide VI (Clerk III)	23	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		Sangguniang Panlungsod
3	Administrative Officer III (Records Officer II)	38	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Sangguniang Panlungsod
4	Local Legislative Staff Officer III	31	16	33,584.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		Sangguniang Panlungsod

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 **April 15, 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](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. JERRY T. YAOKASIN  
City Vice-Mayor  
Sangguniang Panlungsod  
Legislative Bldg., Magsaysay Blvd., Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.