

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. ANNAMILIZA A. QUILLOPEY

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

Date: June 22, 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 (Laborer I)	35	1	11,068.00	Must be able to read and write	None required	None required	None required	None required	City Engineer's Office
2	Administrative Aide II (Messenger)	12	2	11,761.00	Elementary School Graduate	None required	None required	None required	None required	City Budget Office
3	Administrative Aide III (Carpenter I)	9	3	11,914.00	Elementary School Graduate	None required	None required	None required	Carpenter (Cat. II, MC 10, s. 2013)	City General Services Office
4	Administrative Aide III (Clerk I)	5	3	11,914.00	Completion of two year studies in college	None required	None required	None required	None required	City Assessor's Office
5	Administrative Aide III (Clerk I)	7, 8	3	11,914.00	Completion of two year studies in college	None required	None required	None required	None required	City Division Office
6	Administrative Aide III (Clerk I)	4	3	11,914.00	Completion of two year studies in college	None required	None required	None required	None required	City Environment and Natural Resources Office
7	Administrative Aide III (Clerk I)	15	3	11,914.00	Completion of two year studies in college	None required	None required	None required	None required	City Population Office
8	Administrative Aide III (Clerk I)	6	3	11,914.00	Completion of two year studies in college	None required	None required	None required	None required	City Treasurer's Office
9	Administrative Aide IV (Clerk II)	4	4	12,674.00	Completion of two year studies in college	None required	None required	None required	None required	City Housing and Community Dev't. Office
10	Administrative Aide IV (Clerk II)	4	4	12,674.00	Completion of two year studies in college	None required	None required	None required	None required	City Assessor's Office
11	Administrative Aide IV (Clerk II)	25	4	12,674.00	Completion of two year studies in college	None required	None required	None required	None required	City Mayor's Office
12	Administrative Aide IV (Clerk II)	12	4	12,674.00	Completion of two year studies in college	None required	None required	None required	None required	Operation of Market

13	Administrative Aide IV (Clerk II)	20	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
14	Administrative Aide V (Carpenter II)	56,59	5	13,481.00	Elementary School Graduate	None required	None required	Carpenter (Cat. II, MC 10, s. 2013)		City Engineer's Office
15	Administrative Aide VI (Accounting Clerk II)	13, 20	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
16	Administrative Aide VI (Clerk III)	3	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
17	Administrative Aide VI (Clerk III)	6	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Civil Registrar's Office
18	Administrative Aide VI (Clerk III)	15	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City General Services Office
19	Administrative Aide VI (Clerk III)	5, 6	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Disaster Risk Reduction Management Office
20	Administrative Aide VI (Clerk III)	4	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Planning and Dev't. Office
21	Administrative Aide VI (Clerk III)	18, 69, 70	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
22	Administrative Aide VI (Clerk III)	4	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		Tacolban City Hospital
23	Administrative Aide VI (Cash Clerk II)	65	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
24	Administrative Aide VI (Mechanic II)	30	6	14,340.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 10, s. 2013)		City General Services Office
25	Administrative Officer III (Records Officer II)	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Health Office
26	Administrative Officer III (Records Officer II)	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Treasurer's Office
27	Administrative Officer IV (Accountant II)	5	15	29,010.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		City Accountant's Office
28	Administrative Officer V (Administrative Officer III)	2	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		Tacolban City Hospital

29	Administrative Officer V (Cashier III)	60	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.	City Treasurer's Office
30	Administrative Officer V (Human Resource Mgt. Officer III)	7	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.	Human Resource Mgt. and Dev't. Office
31	Agricultural Technician II	23, 28	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Agriculturist Office
32	Architect I	5	12	22,149.00	Bachelor's degree in Architecture	None required	None required	RA 1080	City Architect's Office
33	Assessment Clerk II	22, 23	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.	City Assessor's Office
34	Assessment Clerk I	18, 24, 26	4	12,674.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.	City Assessor's Office
35	Assistant Statistician	15, 16	9	17,473.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Planning and Dev't. Office
36	Attorney II	4	18	38,085.00	Bachelor of Laws	None required	None required	RA 1080	City Mayor's Office
37	Attorney III	3	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	City Mayor's Office
38	Communication Equipment Operator II	5	6	14,340.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communication Equipment Operator (Cat. II, MC 10, s. 2013)	TOMEKO
39	Construction and Maintenance Foreman	51	8	16,282.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required	City Engineer's Office
40	Construction and Maintenance Man	65	2	11,761.00	Elementary School Graduate	None required	None required	None required	City Engineer's Office
41	Dentist I	16	14	26,494.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	City Health Office
42	Engineering Assistant	40	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Engineer's Office
43	Engineer IV	46	22	58,717.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	City Engineer's Office
44	Food Service Supervisor I	49	9	17,473.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.	Tacoloban City Hospital

45	Heavy Equipment Operator I	24	4	12,674.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (Cat. II, MC 10, s. 2013)	City Engineer's Office
46	Internal Auditing Assistant	11	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Internal Audit Service Office
47	Licensing Officer IV	35	22	58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.	City Mayor's Office
48	Local Assessment Operations Officer I	16	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.	City Assessor's Office
49	Local Revenue Collection Officer I	47	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.	City Treasurer's Office
50	Local Revenue Collection Officer III	29	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.	City Treasurer's Office
51	Local Treasury Operations Officer I	17	11	20,179.00	Bachelor's degree	None required	None required	CS Prof.	City Treasurer's Office
52	Market Inspector I	11	6	14,340.00	Completion of two year studies in college	None required	None required	CS Sub- Prof.	Operation of Market
53	Market Inspector II	6	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Prof.	Operation of Market
54	Medical Officer I	12,13	16	31,765.00	Doctor of Medicine	None required	None required	RA 1080	City Health Office
55	Midwife II	28,31, 35, 37, 38	11	20,179.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	City Health Office
56	Midwife III	25	13	24,224.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office
57	Musician	24, 25	5	13,481.00	High School Graduate	None required	None required	None required	City Administrator's Office
58	Nurse IV	28	19	42,099.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Tacolban City Hospital
59	Nursing Attendant I	44	4	12,674.00	Elementary School Graduate	None required	None required	None required	City Health Office
60	Nutritionist-Dietitian I	48	11	20,179.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	Tacolban City Hospital
61	Nutrition Officer III	39	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof.	City Mayor's Office



62	Population Program Officer III	2	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.	City Population Office
63	Population Program Worker II	10, 11, 12, 14	7	15,254.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.	City Population Office
64	Project Development Officer IV	17	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.	City Planning and Dev't. Office
65	Project Evaluation Officer II	12	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof.	City Social Welfare and Dev't. Office
66	Registration Officer II	3	14	26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.	City Civil Registrar's Office
67	Revenue Collection Clerk I	56	5	13,481.00	Completion of two year studies in college	None required	None required	CS Sub-Prof.	City Treasurer's Office
68	Sanitation Inspector II	49	8	16,282.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Health Office
69	Special Agent I	43	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.	City Engineer's Office
70	Statistician II	14	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof.	City Planning and Dev't. Office
71	Supervising Cooperative Development Specialist	3	22	65,805.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.	City Cooperative Development and Livelihood Assistance
72	Ticket Checker	24, 26	3	11,914.00	High School Graduate	None required	None required	None required	City Treasurer's Office
73	Welder I	20	4	12,674.00	Elementary School Graduate	None required	None required	Welder	City Engineer's Office
74	Zoning Officer I	8	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.	City Planning and Dev't. 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 **July 9, 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 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:

Atty. ANNALIZA A. QUILIOPE

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

Human Resource Mgt. and Development Office

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

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