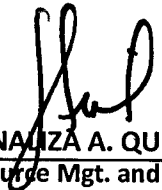


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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. ANNA LIZA A. QUILIOPE
OIC-Human Resource Mgt. and Dev't. Office
Date: August 10, 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	Senior Administrative Assistant I (Stenographic Reporter IV)	39	13	26,754.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Sub-Prof.		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 **August 25, 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. JERRY T. YAOKASIN
City Vice-Mayor
Sangguniang Panlungsod
Legislative Bldg., Magsaysay Blvd., Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.