


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: May 15, 2020

Date:

May 15, 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	Accountant III	4	19	45,269.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		City Accountant's Office
2	Administrative Aide I (Laborer I)	58, 86, 89	1	11,068.00	Must be able to read and write	None required	None required	None required		City General Services Office
3	Administrative Aide I (Utility Worker I)	41	1	11,068.00	Must be able to read and write	None required	None required	None required		City Mayor's Office
4	Administrative Aide I (Utility Worker I)	25	1	11,068.00	Must be able to read and write	None required	None required	None required		Operation of Market
5	Administrative Aide I (Utility Worker I)	8	1	11,068.00	Must be able to read and write	None required	None required	None required		City Treasurer's Office
6	Administrative Aide III (Laborer II)	44	3	12,466.00	Must be able to read and write	None required	None required	None required		City General Services Office
7	Administrative Aide III (Utility Worker II)	11	3	12,466.00	Must be able to read and write	None required	None required	None required		Tacloban City Hospital
8	Administrative Aide III (Driver I)	5	3	12,466.00	Elementary School Graduate	None required	None required	Driver License		City Budget Office
9	Administrative Aide VI (Storekeeper II)	5	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		Tacloban City Hospital
10	Administrative Aide VI (Clerk III)	3	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Agriculturist Office
11	Administrative Aide VI (Clerk III)	6	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Engineer's Office

12	Administrative Aide VI (Clerk III)	22	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
13	Administrative Aide VI (Electrician II)	23	6	14,847.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (CSC MC 10, s. 2013)		City General Services Office
14	Administrative Officer II (Management and Audit Analyst I)	8	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
15	Administrative Officer IV (Administrative Officer II)	3	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof		City Administrator's Office
16	Agricultural Technoogist	9,12,14,17, 20, 22	10	19,233.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculturist Office
17	CDRRM Assistant	4	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 Disaster Risk Reduction Management Office
18	City Government Assistant Department Head II (Assistant City Engineer)	2	24	83,406.00	Bachelor's degree in Engineering relevant to the job	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080	Core: Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Engineer's Office

19	City Government Assistant Department Head II (Assistant City Internal Audit Service Officer)	2	24	83,406.00	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Prof./2nd level eligibility	Core: Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Internal Audit Service Office
20	City Government Assistant Department Head II (Assistant City Treasurer)	2	24	83,406.00	Bachelor's degree preferably in commerce, public administration, or law	24 hours of training in management and supervision	5 years experience in the treasury or accounting service	CS Prof./2nd level eligibility/BCLTE	Core: Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Treasurer's Office
21	City Government Department Head II (City Assessor)	1	26	107,444.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	Core: Exemplifying Integrity Solving Problems and Deceision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Assessor's Office

22	City Government Department Head II (City Architect)	1	26	107,444.00	Bachelor of Science in Architecture	None	5 years practice in profession	RA 1080	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Architect's Office
23	City Government Department Head II (City Housing and Community Development Officer)	1	26	107,444.00	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Housing and Community Development Office
24	City Government Department Head II (City Social Welfare and Development Officer)	1	26	107,444.00	Bachelor's degree in Social Work	None	5 years experience in the practice of social work	RA 1080 (Social Worker)	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	City Social Welfare and Development Office

25	City Government Department Head II (City Traffic Operations Officer)	1	26	107,444.00	Bachelor's degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	CS Prof./2nd level Eligibility	Core: Exemplifying Integrity Solving Problems and Decision Making Delivering Service Excellence Leadership: Managing Performance Developing People Building Commitment Partnering and Networking Thinking Strategically Leading Change	Traffic Operations Management Enforcement and Control Office
26	Community Affairs Officer I	1, 3	11	20,754.00	Bachelor's degree	None required	None required	CS Prof.		City Local Government Operations Office (DILG)
27	Construction and Maintenance Man	66	2	11,761.00	Elementary School Graduate	None required	None required	None required		City Engineer's Office
28	Day Care Worker I	32, 35, 42, 43	6	14,847.00	High School Graduate	None required	None required	None required		City Social Welfare and Development Office
29	Dentist II	15	17	30,531.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
30	Economist I	5	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office
31	Engineering Assistant	39	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
32	Internal Auditor I	9	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Internal Audit Service Office
33	Labor and Employment Officer III	56	16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Mayor's Office

34	License Inspector II	37	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 Mayor's Office
35	Local Assessment Operations Officer IV	13	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Assessor's Office
36	Local Revenue Collection Officer I	40	11	20,754.00	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
37	Local Treasury Operations Officer IV	66	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Treasurer's Office
38	Market Supervisor IV	1	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		Operation of Market
39	Meat Inspector I	13	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Veterinary Office
40	Meat Inspector II	5	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 Veterinary Office
41	Medical Officer III	11	21	57,805.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
42	Medical Officer III	20, 21	21	57,805.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
43	Medical Officer IV	17	23	73,811.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
44	Medical Technologist II	42	15	30,531.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
45	Medical Technologist II	23	15	30,531.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital
46	Midwife II	33	11	20,754.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
47	Nurse II	30	15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Tacloban City Hospital

48	Nursing Attendant I	43	4	13,214.00	Elementary School Graduate	None required	None required	None required		Tacloban City Hospital
49	Project Development Officer I	7	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Cooperatives Development and Livelihood Assistance Office
50	Sanitation Inspector II	52	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 Health Office
51	Social Welfare Assistant	22, 26, 27, 30	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 Social Welfare and Development Office
52	Social Welfare Officer I	14, 18	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		City Social Welfare and Development Office
53	Social Welfare Officer III	3,4,5,6,7	18	40,637.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080		City Social Welfare and Development Office
54	Sports Development Officer II	48	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Mayor's Office
55	Statistician I	4	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Health Office

56	Tourism Operations Officer II	42	15	30,531.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and, Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the governmentt	CS Prof.		City Mayor's Office
57	Veterinarian I	4	13	25,232.00	Doctor of Veterinary Medicine	None required	None required	RA 1080		City Veterinary Office
58	Warehouseman I	21	6	14,847.00	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City General Services 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 **May 29, 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:

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, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.