

Republic of the Philippines  
**CGO TACLOBAN**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO TACLOBAN in the CSC website:

  
Atty. ANNALIZA A. QUILIOPE  
HRMO

Date: April 8, 2021

No.	Position Title (Parenthetical Title, if applicable)	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	11551	Must be able to read and write	None required	None required	None required		City Engineer's Office
2	Administrative Aide II (Messenger)	12	2	12276	Elementary School Graduate	None required	None required	None required		City Budget Office
3	Administrative Aide III (Carpenter I)	9	3	13109	Elementary School Graduate	None required	None required	Carpenter (Cat. II, MC 10, s. 2013)		City General Services Office
4	Administrative Aide III (Clerk I)	5	3	13109	Completion of two years studies in college	None required	None required	CS Sub-Prof		City Assessor's Office
5	Administrative Aide III (Clerk I)	7,8	3	13109	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Division Office
6	Administrative Aide III (Clerk I)	4	3	13109	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Environment and Natural Resources Office
7	Administrative Aide III (Clerk I)	15	3	13109	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Population Office
8	Administrative Aide III (Clerk I)	6	3	13109	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office

9	Administrative Aide IV (Clerk II)	4	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Housing and Community Dev't. Office
10	Administrative Aide IV (Clerk II)	4	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
11	Administrative Aide IV (Clerk II)	25	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Mayor's Office
12	Administrative Aide IV (Clerk II)	12	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		Operation of Market
13	Administrative Aide IV (Clerk II)	20	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
14	Administrative Aide V (Carpenter II)	56, 57,59	5	14641	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	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Accountant's Office
16	Administrative Aide VI (Clerk III)	3	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
17	Administrative Aide VI (Clerk III)	6	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Civil Registrar's Office
18	Administrative Aide VI (Clerk III)	15	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City General Services Office
19	Administrative Aide VI (Clerk III)	5,6	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Disaster Risk Reduction Management Office

20	Administrative Aide VI (Clerk III)	4	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof		City Planning and Development Office
21	Administrative Aide VI (Clerk III)	18, 69, 70	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
22	Administrative Aide VI (Clerk III)	4	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof		Tacloban City Hospital
23	Administrative Aide VI (Cash Clerk II)	65	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof		City Treasurer's Office
24	Administrative Aide VI (Mechanic II)	30	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City General Services Office
25	Administrative Officer III (Records Officer II)	3	14	29277	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	29277	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	32053	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	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		Tacloban City Hospital
29	Administrative Officer V (Human Resource Mgt. Officer III)	7	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		Human Resource Mgt. and Dev't. Office
30	Administrative Officer V (Management and Audit Analyst III)	4	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Internal Audit Service Office
31	Agricultural Technician II	23, 25, 28	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Agriculturist Office

32	Architect I	5	12	24495	Bachelor's degree in Architecture	None required	None required	RA 1080		City Architect's Office
33	Assessment Clerk II	22, 23	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
34	Assessment Clerk I	18,24,26	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Prof.		City Assessor's Office
35	Assistant Statistician	15, 16	9	18784	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Planning and Dev't. Office
36	Communication Equipment Operator II	5	6	15524	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)		Tacloban Operation Management Enforcement and Control Office
37	Construction and Maintenance Foreman	51	8	17505	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required		City Engineer's Office
38	Construction and Maintenance Man	65	2	12276	Elementary School Graduate	None required	None required	None required		City Engineer's Office
39	Dentist I	16	14	29277	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080		City Health Office
40	Engineering Assistant	40	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Engineer's Office
41	Engineer IV	46	22	66867	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
42	Food Service Supervisor I	49	9	18784	Bachelor's degree in Engineering relevant to the job	None required	None required	CS Prof.		Tacloban City Hospital

43	Heavy Equipment Operator I	24	4	13807	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
44	Internal Auditing Assistant	11	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Internal Audit Service Office
45	Licensing Officer IV	35	22	66867	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Mayor's Office
46	Local Assessment Operations Officer I	16	11	22316	Bachelor's degree	None required	None required	CS Prof.		City Assessor's Office
47	Local Revenue Collection Officer I	38, 47	11	22316	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
48	Local Revenue Collection Officer III	29	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Treasurer's Office
49	Local Treasury Operations Officer I	17	11	22316	Bachelor's degree	None required	None required	CS Prof.		City Treasurer's Office
50	Market Inspector I	11	6	15524	Completion of two years studies in college	None required	None required	CS Sub-Prof.		Operation of Market
51	Market Inspector II	6	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		Operation of Market
52	Medical Officer I	12,13	16	35106	Doctor of Medicine	None required	None required	RA 1080		City Health Office
53	Midwife II	28,31,35, 37,38	11	22316	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
54	Midwife III	25	13	26754	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office

55	Nursing Attendant I	44	4	13807	Elementary School Graduate	None required	None required	None required		City Health Office
56	Nursing Attendant I	40	4	13807	Elementary School Graduate	None required	None required	None required		Tacloban City Hospital
57	Nutritionist Dietitian I	48	11	22316	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080		Tacloban City Hospital
58	Nutrition Officer III	39	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Mayor's Office
59	Population Program Officer III	2	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof.		City Population Office
60	Population Program Worker II	9,11,12, 14	7	16458	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Population Office
61	Project Development Officer IV	17	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Planning and Development Office
62	Project Evaluation Officer II	12	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Social Welfare and Development Office
63	Registration Officer II	3	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Civil Registrar's Office
64	Revenue Collection Clerk I	56	5	14641	Completion of two year studies in college	None required	None required	CS Sub-Prof.		City Treasurer's Office
65	Sanitation Inspector II	49	8	17505	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Health Office
66	Special Agent I	43	8	17505	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof.		City Engineer's Office

67	Statistician II	14	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof.		City Planning and Development Office
68	Supervising Cooperative Development Specialist	3	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.		City Cooperative Development Livelihood Assistance Office
69	Ticket Checker	24, 26	3	13019	High School Graduate	None required	None required	None required		City Treasurer's Office
70	Welder I	20	4	13807	Elementary School Graduate	None required	None required	Welder (Cat II, MC 10, s. 2013)		City Engineer's Office
71	Zoning Officer I	8	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Prof.		City Planning and Development Office
	<b>NOTHING FOLLOWS</b>									

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 24, 2021.

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 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 hand in or send through courier/email their application to:

**Atty. ANNALIZA A. QUILIOPE**

OIC-HRMO

Human Resource Mgt. and Dev't. Office, 2nd Floor, City Hall Bldg., Tacloban City

[hrmDOTtacloban.applicants@gmail.com](mailto:hrmDOTtacloban.applicants@gmail.com)

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