

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. QUILOPE  
URMO

Date: July 27, 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 IV (Clerk II)                            | 24                 | 4                      | 13807          | Completion of two years studies in college | None required                 | None required                  | CS Sub-Prof./1st level Eligibility |                            | Sangguniang Panlungsod |
| 2                      | Administrative Assistant V (Stenographic Reporter III)       | 41, 42             | 11                     | 22316          | Completion of two years studies in college | 8 hours of relevant training  | 2 years of relevant experience | CS Sub-Prof./1st level Eligibility |                            | Sangguniang Panlungsod |
| 3                      | Administrative Officer I (Records Officer I)                 | 40                 | 10                     | 20219          | Bachelor's degree                          | None required                 | None required                  | CS Prof./2nd level Eligibility     |                            | Sangguniang Panlungsod |
| 4                      | Senior Administrative Assistant I (Stenographic Reporter IV) | 39                 | 13                     | 26754          | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | CS Sub-Prof./1st level Eligibility |                            | Sangguniang Panlungsod |
| <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 August 11, 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:

**Hon. JERRY T. YAOKASIN**

City Vice -Mayor

Sangguniang Panlungsod

Legislative Building, Magsaysay Blvd., Tacloban City

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