


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: February 11, 2022

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 applicable (if applicable)	
1	Administrative Aide I (Laborer I)	64	1	12517	Must be able to read and write	None required	None required	None required		City General Services Office
2	Administrative Aide VI (Clerk III)	3	6	16877	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof. / First Level Eligibility		City Agriculturist Office
3	Administrative Aide VI (Clerk III)	6	6	16877	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof. / First Level Eligibility		City Civil Registrar's Office
4	Administrative Aide VI (Clerk III)	6	6	16877	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof. / First Level Eligibility		City Engineer's Office
5	Administrative Aide VI (Clerk III)	71	6	16877	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof. / First Level Eligibility		City Treasurer's Office
6	Administrative Aide VI (Mechanic II)	16	6	16877	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Cat. II, CSC MC 10, s. 2013)		City Engineer's Office
7	Administrative Officer I (Supply Officer I)	14	10	22190	Bachelor's degree relevant to the job	None required	None required	CS Prof. / Second Level Eligibility		City General Services Office

8	Day Care Worker I	36	6	16877	High School Graduate	None required	None required	None required		City Social Welfare and Development Office
9	Welder I	36	4	14993	Elementary School Graduate	None required	None required	Welder (Cat. II, CSC MC 10, s. 2013)		City General Services Office
	NOTHING FOLLOWS									

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 February 27, 2022.

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 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
hrmdotacloban.applicants@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.