

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. ANNA-LIZA A. QUILIOPE,**  
OIC-Human Resource Management Officer

Date: May 17, 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 (Utility Worker I)	55	1	12517	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Mayor's Office
2	Administrative Aide III (Utility Worker II)	32	3	14125	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Mayor's Office
3	Administrative Aide IV (Clerk II)	25	4	14993	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Mayor's Office
4	Administrative Officer V (Supply Officer III)	13	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City General Services Office
5	Day Care Worker I	32	6	16877	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Social Welfare and Development Office

6	Day Care Worker I	35	6	16877	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Social Welfare and Development Office
7	Day Care Worker I	36	6	16877	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Social Welfare and Development Office
8	Day Care Worker I	42	6	16877	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Social Welfare and Development Office
9	Day Care Worker I	43	6	16877	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Social Welfare and Development Office
10	Labor and Employment Officer I	54	11	25439	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD) and/or other related fields	None required	None required	CS Prof./Second Level Eligibility	N/A	City Mayor's Office
11	Licensing Officer III	36	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Mayor's Office
12	Meat Inspector II	5	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Veterinary Office
13	Medical Officer III	19	21	62449	Doctor of Medicine	None required	None required	RA 1080	N/A	Tacloban City Hospital
14	Medical Officer III	20	21	62449	Doctor of Medicine	None required	None required	RA 1080	N/A	Tacloban City Hospital
15	Medical Officer III	21	21	62449	Doctor of Medicine	None required	None required	RA 1080	N/A	Tacloban City Hospital
16	Nutrition Officer III	39	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof./Second Level Eligibility	N/A	City Mayor's Office

17	Project Evaluation Officer II	12	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof./Second Level Eligibility	N/A	City Social Welfare and Development Office
18	Social Welfare Assistant	22	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Social Welfare and Development Office
19	Social Welfare Assistant	26	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Social Welfare and Development Office
20	Social Welfare Assistant	27	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Social Welfare and Development Office
21	Social Welfare Assistant	30	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof./First Level Eligibility	N/A	City Social Welfare and Development Office
22	Social Welfare Officer I	18	11	25439	Bachelor's degree in Social Work	None required	None required	RA1080 (Social Worker)	N/A	City Social Welfare and Development Office
23	Tourism Operations Officer I	43	11	25439	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	CS Prof./Second Level Eligibility	N/A	City Mayor's Office
24	Warehouseman I	21	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	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 **June 1, 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](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-Human Resource Management Officer

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Human Resource Mgt. and Dev't. Office Ground  
Floor, City Hall New Bldg., Tacloban City

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

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