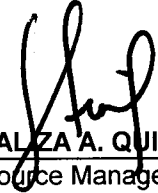


Republic of the Philippines
CGO TACLOBAN
Request for Publication of Vacant Positions

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. ANNALZA A. QUILIOPE,
OIC-Human Resource Management Officer

Date: May 30, 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 III (Clerk I)	4	3	14125	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Environment and Natural Resources Office
2	Administrative Aide III (Clerk I)	6	3	14125	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	Tacloban City Hospital
3	Administrative Aide IV (Driver II)	12	4	14993	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	N/A	Traffic Operations Management Enforcement and Control Office
4	Administrative Aide IV (Driver II)	13	4	14993	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	N/A	Traffic Operations Management Enforcement and Control Office
5	Administrative Aide VI (Clerk III)	5	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Disaster Risk Reduction Management Office
6	Administrative Aide VI (Clerk III)	6	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Disaster Risk Reduction Management Office

7	Administrative Aide VI (Clerk III)	6	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Civil Registrar's Office
8	City Government Department Head II	1	26	113891	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 and Coaching for Results -Developing People -Building Partnership and Networking -Thinking Strategically and Creatively -Leading Change	City Management Information Systems Office
9	Computer Maintenance Technologist II	4	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 Management Information Systems Office
10	Cooperative Development Specialist I	6	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof./Second Level Eligibility	N/A	City Cooperative Development and Livelihood Assistance Office
11	Economist I	5	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof./Second Level Eligibility	N/A	City Cooperative Development and Livelihood Assistance Office
12	Electrical Inspector I	8	6	16877	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013-Cat. II)	N/A	City Architect's Office
13	Medical Technologist I	24	11	25439	Bachelor's degree in Medical Technology of Bachelor of Science in Public Health	None required	None required	RA 1080	N/A	Tacloban City Hospital

14	Planning Officer III	4	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 Cooperative Development and Livelihood Assistance Office
15	Population Program Worker II	6	7	17899	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Population Office
16	Project Development Officer I	7	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof./Second Level Eligibility	N/A	City Cooperative Development and Livelihood Assistance Office
17	Registration Officer II	3	14	32321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./Second Level Eligibility	N/A	City Civil Registrar's Office
18	Traffic Operations Officer II	10	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./Second Level Eligibility	N/A	Traffic Operations Management Enforcement and Control Office
19	Traffic Operations Officer II	11	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof./Second Level Eligibility	N/A	Traffic Operations Management Enforcement and Control Office
20	Warehouseman I	12	6	16877	Completion of two years studies in college	None required	None required	CS Sub-Prof./First Level Eligibility	N/A	City Disaster Risk Reduction Management Office
21	Watchman I	8	2	13305	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	N/A	City Civil Registrar's 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 14, 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.

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. ANNALIZA A. QUILOPE

OIC-Human Resource Management Officer

Human Resource Mgt. and Dev't. Office Ground

Floor, City Hall New Bldg., Tacloban City

hrr:dota@loban.appllicants@gr-hall.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.