


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. ANNAIZA A. QUILOPE  
Acting HRMO

Date: April 2, 2024

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	Accountant II	5	16	39672	Bachelor's degree in Accountancy/ Commerce major in Accounting / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	City Accountant's Office
2	Administrative Assistant II (Accounting Clerk III)	12	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / First Level Eligibility	N/A	City Accountant's Office
3	Administrative Aide VI (Clerk III)	23	6	17553	Completion of two years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility	N/A	Sangguniang Panlungsod
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 April 17, 2024.

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.
5. This office highly encourages all interested and qualified applicants and promote 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. QUILIOPE**

Acting - HRMO

Kanhuraw Hill, Tacloban City

[hrmo.tacloban@gmail.com](mailto:hrmo.tacloban@gmail.com)

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