## 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,
Acting HRMO

Date:

August 28, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Diago of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	City Government Department Head II (City General Service Officer)	1	26	116040	Bachelor's degree in Public Administration, Business Administration and Management	None required	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	Career Service Professional / Second 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 General Services Office
2	Administrative Aide I (Utility Worker I)	30	1	13000	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
	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 September 12, 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;
- 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 regadless 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							

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.