

Republic of the Philippines
PGO SURIGAO DEL SUR
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 PGO SURIGAO DEL SUR in the CSC website:

ACE RONQUILLO ORCULLO, MPA, CHRA
HRMO

Date: April 15, 2025

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	Administrative Assistant II (Clerk IV)	15	8	20534	Completion of 2 yrs studies in college	4 hours relevant training	1 year Relevant Experience	CS Sub-Professional/First Level Eligibility	Quality Service Focus, Integrity, Stress Management, and Initiative	Provincial Accountant's Office
2	Statistician I	19	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Stress Management, and Interpersonal Relation	Provincial Assessor's Office
3	Administrative Aide IV (Clerk II)	15	4	16209	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative, and Interpersonal Relation	Provincial Budget Office

4	Administrative Aide VI (Clerk III)	9	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative, and Interpersonal Relation	Provincial Engineer's Office-Administrative Division
5	Administrative Assistant III (Mechanic III)	6	9	22219	High School Graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) less than 250 volts (MC 11, s. 1996, as amended - Cat. II)	Initiative, Integrity, Accountability, and Stewardship of Resources	Provincial Engineer's Office-Motorpool Division
6	Administrative Aide VI (Mechanic II)	12	6	18255	High School Graduate or Completion of relevant vocational trade course	None required	None required	Mechanic (Automotive Servicing) (- 250 volts) (MC 10, s. 2013-Cat. II)	Initiative, Integrity, Accountability, and Stewardship of Resources	Provincial Engineer's Office-Motorpool Division
7	Community Development Assistant I	14	7	19365	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Environmental Awareness, Organizational Awareness, Emotional Maturity, Attention to Details, and Computer Literacy	Provincial Environment and Natural Resources Office-LGU

8	Supervising Administrative Officer (Administrative Officer IV)	3	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS- Professional/ Second Level Eligibility	Accountability, Organizational Awareness, Leadership, Stress Management, and Valuing Diversity	Provincial General Services Office
9	Supervising Administrative Officer (Human Resource Management Officer IV)	18	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Organizational Awareness, Leadership, Stress Management, and Valuing Diversity	Provincial Human Resource Management Office
10	Administrative Aide VI (Clerk III)	27	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative, and Interpersonal Relation	Provincial Treasurer's Office

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 May 5, 2025.

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:

ACE RONQUILLO ORCULLO, MPA, CHRA

HRMO

Capitol Hills, Telaje, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.