

Republic of the Philippines  
Provincial Government of 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 Provincial Government of Surigao del Sur in the CSC website:



ACE RONQUILLO ORCULLO

Provincial Human Resource Management Officer

HRMO

Date: August 10, 2023

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 Officer I (Cashier I)	6	10	23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Work Standards	Madrid District Hospital
2	Assessment Clerk II	16	6	17,553.00	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 Assessor's Office
3	Construction and Maintenance Man	71	2	13,819.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Organizational Awareness, Initiative, Time Management and Interpersonal Relation	Provincial Engineer's Office

4	Administrative Officer I (Records Officer I)	8	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Interpersonal Relation and Stress Management	Provincial General Services Office
5	Medical Technologist III	15	18	46,725.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Technologist)	Accountability, Solving Problem and Decision Making, Planning & Organizing and Leadership	Provincial Veterinary Office	
6	Agriculturist II	19	15	36,619.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Veterinary Office	
7	Agriculturist II	16	15	36,619.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Veterinary Office	
8	Administrative Aide IV (Accounting Clerk I)	5	4	15,586.00	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 Veterinary Office	
9	Prison Guard I	24	5	16,543.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Risk Management, Confidentiality Awareness, Teamwork and Commitment to Organization	Provincial Warden's Office	



10	Local Legislative Staff Officer II	71	13	31,320.00	Bachelor's degree relevant to the job	None required	None required	None required	None required	None required	None required	2 years of relevant experience	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	Accountability, Quality Service Focus, Initiative, Interpersonal Relation and Stress Management	Tanggapang ng Sangguniang Panlalawigan
11	Administrative Aide II (Messenger)	72	2	13,819.00	Elementary School Graduate	None required	None required	None required	None required	None required	None required	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Tanggapang ng Sangguniang Panlalawigan
12	Administrative Aide II (Messenger)	18	2	13,819.00	Elementary School Graduate	None required	None required	None required	None required	None required	None required	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Tanggapang ng Sangguniang Panlalawigan
13	Local Legislative Staff Officer IV	87	19	51,357.00	Bachelor's degree relevant to the job	8 hours of relevant training	None required	None required	None required	None required	None required	2 years of relevant experience	None required	Professional Driver's License (MC 11, s. 1996 - Cat. III)	Accountability, Organizational Awareness, Conflict Management, Developing People, Leadership, Effective Communication, Stress Management and Attention to Details	Tanggapang ng Sangguniang Panlalawigan
14	Administrative Aide I (Utility Worker I)	28	1	13,000.00	Must be able to read and write	None required	None required	None required	None required	None required	None required	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Tanggapang ng Sangguniang Panlalawigan
15	Administrative Aide III (Driver I)	16	3	14,678.00	Elementary School Graduate	None required	None required	None required	None required	None required	None required	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Vice Governor'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 August 30, 2023.

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:

**ACE RONQUILLO ORCULLO**

Provincial Human Resource Management Officer

Capitol Hills, Telaje, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

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