

Republic of the Philippines
PGO SURIGAO DEL SUR
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

DEC 07 2022
12:55 pm
ROLAND B. EGUNA
Admin. Staff

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:

[Signature]
ACE RONQUILLO ORCULLO
HRMO

Date: 12/7/2022

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 (if applicable)	
	Administrative Assistant II (Human Resource Management Assistant)	6	8	18998	Completion of two years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus, Attention to Details and Innovativeness	Provincial Administrator's Office
	Draftsman III	20	11	25439	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 11, s. 1996, as amended- Cat. II)	Accountability, Integrity, Initiative and Stewardship of Resources	Provincial Engineer's Office

	Local Legislative Staff Officer V	85	22	69963	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, Conflict Management, Developing People, Leadership, Attention to Details and Stress	Tanggapan ng Sangguniang Pantalawigan
	Local Legislative Staff Officer III	89	16	38150	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Tanggapan ng Sangguniang Pantalawigan
	Local Legislative Staff Officer III	71	16	38150	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Tanggapan ng Sangguniang Pantalawigan

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 December 27, 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.

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

ACE R. ORCULLO

Prov'l. Human Resource Mgt. Officer

Capitol Hills, Telaje, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.