

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: February 15, 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)	4	10	23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Work Standards	Hinatuan District Hospital
2	Local Assessment Operations Officer II	9	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS-Professional/Second Level Eligibility	Accountability, Quality Service Focus, Interpersonal Relation and Stress Management	Provincial Assessor's Office
3	Community Development Assistant I	24	7	18,620.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Environmental Awareness, Organizational Awareness, Attention to Details, Emotional Maturity and Computer Literacy	Provincial Environment & Natural Resources Office

4	Project Development Officer II	22	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Environmental Awareness, Organizational Awareness, Commitment to Organization, Planning & Organizing and Solving Problem and Decision Making	Provincial Planning & Development Office
5	Statistician I	18	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Interpersonal Relation and Stress Management	Provincial Planning & Development Office
6	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, Confidentiality Awareness, Commitment to the Organization, Risk Management and Teamwork	Provincial Warden's Office
7	Provincial Warden	1	22	71,511.00	Bachelor's degree	15 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 Warden'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 **March 7, 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;
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, Talaja, Tandag City, Surigao del Sur
pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.