

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: February 24, 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 Aide III (Utility Worker II)	27	3	15265	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Stewardship of Resources, Innovativeness, and Attention to Details	PENRO-LGU
2	Administrative Officer IV (Budget Officer II)	13	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	Quality Service Focus, Applied Learning, Problem Solving & Decision Making, Emotional Maturity, Teamwork, Innovativeness, Initiative, and Accountability	Provincial Budget Office

3	Supervising Administrative Officer (Human Resource Management Officer IV)	9	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Leadership, Valuing Diversity, Stress Management, and Organizational Awareness	Provincial Human Resource Management Office
4	Administrative Officer V (Human Resource Management Officer III)	10	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Leadership, Valuing Diversity, Stress Management, and Organizational Awareness	Provincial Human Resource Management Office
5	Administrative Assistant III (Computer Operator II)	22	9	22219	Completion of two years studies in College or High School Graduate with relevant vocational trade course	4 hours of relevant training	1 year Relevant Experience	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional	Quality Service Focus, Computer Literacy, Commitment to Organization, and Integrity	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 March 16, 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.