

Republic of the Philippines  
Provincial Government of Surigao del Sur  
Request for Publication of Vacant Positions

*RF*  
**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 Provincial Government of Surigao del Sur in the CSC website:

**ACE RONQUILLO ORCULLO**

Provincial Human Resource Management Officer

HRMO

Date: January 06, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plarilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Supervising Administrative Officer (Management and Audit Analyst IV)		22	69,963.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 year Relevant Experience	Career Service (Professional) /Second Level Eligibility	Accountability, Organizational Awareness, Stress Management and Valuing Diversity	Provincial Accountant's Office
2	Administrative Aide III (Driver I)	10	3	14,125.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	Accountability, Integrity, Quality Service Focus and Confidentiality Awareness	Provincial Budget Office
3	Heavy Equipment Operator II	23	6	16,877.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 1996, as amended - Cat. II)	Accountability, Integrity, Initiative and Stewardship of Resources	Provincial Engineer's Office
4	Administrative Aide VI (Clerk III)	8	6	16,877.00	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

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 January 27, 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, Talaja, Tandag City, Surigao del Sur

[psdspadmohrmd@gmail.com](mailto:psdspadmohrmd@gmail.com)

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