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Republic of the Philippines
(Select Agency Name)
Request for Publication of Vacant Positions

Date: **JAN 13 2023**
2:00 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 ~~(Select Agency Name)~~ in the CSC website:

ACE RONQUILLO ORCULLO
HRMO

Date: 1/13/2023

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	Nurse IV	22	19	51357	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Nurse)	Accountability, Integrity, Quality Service Focus, Effective Communication and Work Standards	Hinatuan District Hospital
2	Administrative Aide I (Laborer I)	57	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Provincial General Services Office
3	Administrative Assistant II (Clerk IV)	11	8	19744	Completion of 2 yrs studies in college	4 hours relevant training	1 year Relevant Experience	CS Sub- Professional/Fir st Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Provincial Governor's Office

4	Disability Affairs Officer I	8	11	27000	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Interpersonal Relation and Stress Management	Provincial Social Welfare & Development Office
5	Local Treasury Operations Officer I	12	11	27000	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Emotional Maturity, Initiative and Stress Management	Provincial Treasurer's Office
6	Administrative Assistant VI (Computer Operator III)	37	12	29165	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	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional I	Accountability, Integrity, Quality Service Focus and Initiative	Provincial Treasurer's Office
7	Administrative Assistant III (Computer Operator II)	21	9	21211	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 I	Accountability, Integrity, Quality Service Focus and Initiative	Provincial Treasurer's Office
8	Administrative Assistant III (Computer Operator II)	20	9	21211	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 I	Accountability, Integrity, Quality Service Focus and Initiative	Provincial Treasurer's Office

9	Agricultural Technologist	13	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Accountability, Integrity, Invironmental Awareness and Confidentiality Awareness	Provincial Veterinary Office
10	Prison Guard I	26	5	16543	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Risk Management, Confidentiality Awareness, Commitment to Organization and Teamwork	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 February 3, 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 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.