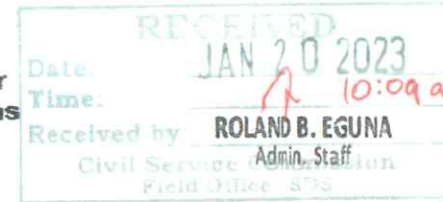


Republic of the Philippines
Provincial Government of Surigao del Sur
Request for Publication of Vacant Positions



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:

(Signature)

ACE RONQUILLO ORCULLO

Provincial Human Resource Management Officer

HRMO

Date: January 20, 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	Laundry Worker I	12	1	13,000.00	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	Hinaluan District Hospital
2	Midwife I	29	9	21,211.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	Accountability, Environmental Awareness, Attention to Details, Initiative and Stress Management	Hinaluan District Hospital
3	Administrative Aide IV (Clerk II)	14	4	15,586.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Agriculturist's Office

4	Administrative Aide IV (Reproduction Machine Operator II)	11	4	15,586.00	Elementary School Graduate	None required	None required	Nonrequired (MC 1, s. 1996 - Cat. II)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Provincial General Services Office
5	Administrative Officer III (Records Officer II)	8	14	33,843.00	Bachelor's Degree	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	Provincial Veterinary Office
6	Administrative Aide VI (Clerk III)	8	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Integrity, Quality Service Focus, Initiative and Interpersonal Relation	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 10, 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, Telaje, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.