

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: January 14, 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 (Clerk I)	7	3	15265	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Accountability, Stress Management, Interpersonal Relation, and Quality Service Focus	Madrid District Hospital
2	Administrative Aide IV (Clerk II)	32	4	16209	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Accountability, Stress Management, Attention to Details, and Organizational Awareness	Marihatag District Hospital
3	Administrative Assistant III (Senior Bookkeeper)	34	9	22219	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al)/First Level Eligibility	Integrity, Computer Literacy, and Attention to Details	Provincial Accountant's Office

4	Agriculturist II	46	15	38413	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Accountability, Initiative, Emotional Maturity, Stress Management, and Quality Service Focus	Provincial Agriculturist's Office
5	Tax Mapper II	5	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	Accountability, Stress Management, Organizational Awareness, and Integrity	Provincial Assessor's Office
6	Administrative Officer IV (Budget Officer II)	20	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	Accountability, Innovativeness, Teamwork, Emotional Maturity, Problem Solving & Decision Making, Applied Learning, Initiative, and Quality Service Focus	Provincial Budget Office

7	Administrative Assistant II (Budgeting Assistant)	21	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Stress Management, Interpersonal Relation, Adaptability, and Quality Service Focus	Provincial Budget Office
8	Administrative Officer V (Administrative Officer III)	5	18	49015	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Accountability, Valuing Diversity, Stress Management, Leadership, and Organizational Awareness	Provincial Engineer's Office- Administrative Division
9	Construction and Maintenance Man	113	2	14372	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Time Management, Organizational Awareness, Interpersonal Relation, Effective Communication, and Initiative	Provincial Engineer's Office- Construction & Maintenance Division
10	Administrative Assistant II (Human Resource Management Assistant)	17	8	20534	Completion of two years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Accountability, Initiative, and Integrity	Provincial Human Resource Management Office



11	Administrative Assistant III (Computer Operator II)	21	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
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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, 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.



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