Republic of the Philippines PGO SURIGAO DEL SUR Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

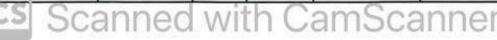
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO SURIGAO DEL SUR in the CSC website:

ACE RONQUILLO ORCULLO, MPA, CHRA

Date:

January 17, 2025

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary						
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Medical Officer	4	21	900000000000000000000000000000000000000	Doctor of Medicine	None required	None required	RA 1080 (Physician)	Accountability, Stress Management, Problem Solving & Decision Making, Conflict Management, Developing People, and Integrity	Cortes Municipal Hospital
2	Administrative Aide III (Clerk I)	8	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



3	Administrative Aide VI (Utility Foreman)	9	6		Elentary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Quality Service Focus, Interpersonal Relation, Initiative, and Integrity	Office of the Secretary to the Sangguniang Panlalawigan
4	Medical Technologist I	17	11	15521	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Technologist)	Accountability, Interpersonal Relation, Stress Management, Initiative, and Quality Service Focus	Provincial Veterinary Office
5	Administrative Officer I (Records Officer I)	11	10		Bachelor's degree	None required	None required	Career Service (Professional)S econd Level Eligibility	Accountability, Interpersonal Relation, Stress Management, and Quality Service Focus	Vice Governor's Office
6	Administrative Aide I (Utility Worker I)	21	1	13530	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Quality Service Focus, Stewardship of Resources, Innovativeness, and Attention to Details	Vice Governor's Office
7	Administrative Assistant II (Electronics and Communication s Equipment Technician II)	32	8	20534	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Electronics Equipment Technician (MC 10, s. 2013 - Cat.II)/ CS Subprofession al	Quality Service Focus, Accountability, Initiative, and Integrity	Vice Governor's Office

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Interested and qualified applicants should signify their intent in writing. Attach the following documents to the application letter and send to the address below not later than February 6, 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:

A	CE RONQUILLO ORCULLO, MPA, CHRA
	HRMO
C	Capitol Hills, Telaje, Tandag City, Surigao del Sur
	pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

