

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 17, 2025

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                             |               |               |  |  | Place of Assignment          |
|-----|--|-----------------------|---------------------------------|-------------------|---|---------------|---------------|--|--|------------------------------|
|     |  |                       |                                 |                   | Education   | Training      | Experience    | Eligibility  | Competency<br>(if applicable)  |                              |
| 1   | Medical Officer<br>III                                       | 4                     | 21                              | 67005             | Doctor of<br>Medicine                               | None required | None required | RA 1080<br>(Physician)   | Accountability,<br>Stress<br>Management,<br>Problem Solving<br>& Decision<br>Making, Conflict<br>Management,<br>Developing<br>People, and<br>Integrity | Cortes Municipal<br>Hospital |
| 2   | Administrative<br>Aide III (Clerk I)                         | 8                     | 3                               | 15265             | Completion of<br>two years<br>studies in<br>College | None required | None required | Career Service<br>(Subprofession<br>al) First Level<br>Eligibility | Accountability,<br>Stress<br>Management,<br>Interpersonal<br>Relation, and<br>Quality Service<br>Focus   | Madrid District<br>Hospital  |

|   |  |    |    |       |   |                              |                               |   |  |   |
|---|--|----|----|-------|---|------------------------------|-------------------------------|---|--|---|
| 3 | Administrative Aide VI (Utility Foreman)   | 9  | 6  | 18255 | Elementary 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 | 28512 | 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 | 24381 | Bachelor's degree   | None required                | None required                 | Career Service (Professional) Second 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 Communications 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 Subprofessional | Quality Service Focus, Accountability, Initiative, and Integrity                                 | Vice Governor'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 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](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, MPA, CHRA

HRMO

Capitol Hills, Telaje, Tandag City, Surigao del Sur

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

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

