

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 3, 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	Provincial Government Assistant Department Head (Assistant Provincial Administrator)	2	24	94132	Bachelor's degree preferably in Public Administration, Law or any related course	None required	5 years acquired experience in management and administration work	First grade or its equivalent	Accountability, Organizational Awareness, Conflict Management, Developing People, Planning & Organizing, and Stress Management	Provincial Administrator's Office
2	Administrative Aide II (Reproduction Machine Operator I)	29	2	14372	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Stewardship of Resources, and Innovativeness	Provincial General Services Office

3	Administrative Assistant III (Buyer III)	46	9	22219	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Stress Management, and Initiative	Provincial General Services Office
4	Administrative Assistant II (Human Resource Management Assistant)	16	8	20534	Completion of two years studies in College	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus, Interpersonal Relation, Stress Management, and Initiative	Provincial Human Resource Management 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 January 23, 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, Talaue, Tandag City, Surigao del Sur  
[pgsdspadmohrmd@gmail.com](mailto:pgsdspadmohrmd@gmail.com)

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