

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 31, 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	Local Legislative Staff Officer I	61	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)S econd Level Eligibility	Accountability, Interpersonal Relation, Stress Management, Quality Service Focus, and Initiative	Office of the Secretary to the Sangguniang Panlalawigan
2	Provincial Government Assistant Department Head (Assistant Provincial Agriculturist)	2	24	94132	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	24 hours of training in management/ supervision	4 years in position involving management/ supervision	Relevant RA 1080	Accountability, Stress Management, Planning & Organizing, Developing People, Conflict Management, and Organizational Awareness	Provincial Agriculturist's Office

3	Administrative Aide III (Utility Worker II)	14	3	15265	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Stewardship of Resources, Innovativeness, and Attention to Details	Provincial General Services Office
4	Administrative Aide VI (Clerk III)	5	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Interpersonal Relation, Initiative, Quality Service Focus, and Integrity	Provincial Planning & Development 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 20, 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.**

