

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 7, 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	Supervising Administrative Officer (Human Resource Management Officer IV)	13	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Valuing Diversity, Stress Management, Leadership, and Organizational Awareness	Provincial Human Resource Management Office

2	Provincial Government Department Head (PESO Manager)	1	26	121146	Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/ or allied fields	None required	5 years of supervisory/management experience in program management relative to employment facilitation	Career Service (Professional) /Second Level Eligibility	Accountability, Stress Management, Problem Solving & Decision-Making, Planning & Organizing, Effective Communication, Developing People, Conflict Management, and Organizational Awareness	Public Employment Service Office
3	Labor and Employment Assistant	2	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	Quality Service Focus, Accountability, Initiative, and Integrity	Public Employment Service Office
4	Administrative Aide III (Utility Worker II)	3	3	15265	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	Public Employment Service Office

5	Nurse II	33	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	Environmental Awareness, Effective Communication, Stress Management, Initiative, Teamwork, Attention to Details, and Accountability	Lianga District Hospital
---	----------	----	----	-------	--------------------------------	------------------------------	-------------------------------	-----------------	---	--------------------------

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 27, 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.**