

Republic of the Philippines  
Provincial Government of Surigao del Sur  
Request for Publication of Vacant Positions

JUL 11 2023

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SHIELA ROSE YANOGUIS  
Admin Staff

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Surigao del Sur in the CSC website:

ACE RONQUILLO ORCULLO

Provincial Human Resource Management Officer

HRMO

Date: July 11, 2023

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	Administrative Aide IV (Clerk II)	14	4	15,586.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Agriculturist's Office
2	Agricultural Technologist	55	10	23,176.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Accountability, Integrity, Initiative and Interpersonal Relation	Provincial Agriculturist's Office

3	Community Development Officer II	4	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Awareness, Environmental Awareness, Commitment to Organization, Communication Skills and Networking and Relationship Building	Provincial Environment and Natural Resources Office
4	Local Revenue Collection Officer II	43	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Treasurer's Office
5	Administrative Assistant III (Senior Bookkeeper)	32	9	21,211.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	Quality Service Focus, Integrity, Initiative and Stress Management	Provincial Accountant'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 July 31, 2023.

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  
Provincial Human Resource Management Officer  
Capitol Hills, Telaie, Tandag City, Surigao del Sur  
pgsdspadmohrmd@gmail.com

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