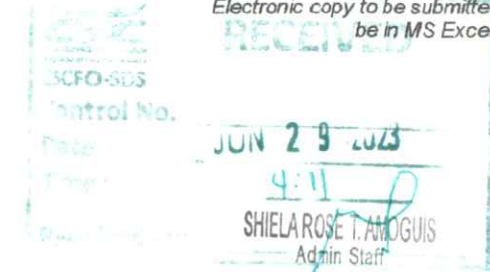


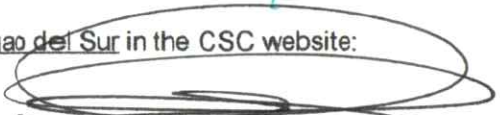
Republic of the Philippines
Provincial Government of Surigao del Sur
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format



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: June 29, 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	Chief of Hospital I	1	24	90,078.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Physician)	Accountability, Integrity, Developing People, Leadership and Stress Management	Hinatuan District Hospital
2	Administrative Assistant III (Senior Bookkeeper)	10	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	Accountability, Integrity, Attention to Details and Computer Literacy	Lingig Medicare Community Hospital
3	Administrative Aide IV (Clerk II)	13	4	15,586.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Lingig Medicare Community Hospital
4	Engineering Aide	25	4	15,586.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Accountability, Quality Service Focus, Integrity, Interpersonal Relation and Stress Management	Provincial Engineer's Office

5	Administrative Aide I (Utility Worker I)	56	1	13,000.00	Must be able to read and write	None required	None required	None required (MC11, s. 1996 - Cat. II)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Provincial General Services Office
6	Administrative Aide IV (Clerk II)	13	4	15,586.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Provincial Governor's Office
7	Administrative Aide I (Laborer I)	32	01	13,000.00	Must be able to read and write	None required	None required	None required (MC11, s. 1996 - Cat. II)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Provincial Treasurer's Office
8	Administrative Aide VI (Clerk III)	28	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Treasurer'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 19, 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;
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, Teleje, Tandag City, Surigao del Sur
pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.