


Republic of the Philippines  
**PGO SURIGAO DEL SUR**  
Request for Publication of Vacant Positions

 <b>CSC</b> CIVIL SERVICE COMMISSION CSCFO-SDS Control No. _____ Date: _____ Time: _____ Received by: _____ Admin Staff	<b>RECEIVED</b>
	Electronic copy to be submitted to the CSC FO must be in MS Excel format
	JUN 09 2023 3:33
	SHIELA ROSE T. ANOGUIS 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 PGO SURIGAO DEL SUR in the CSC web site:

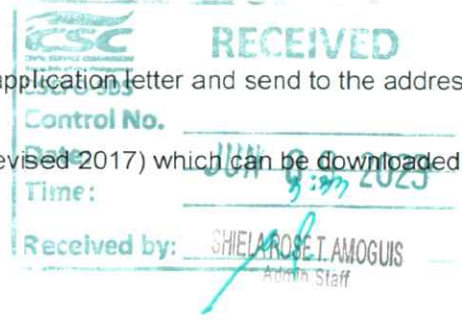
ACE RONQUILLO ORCULLO  
HRMO

Date: 6/9/2023

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)	
	Tourism Operations Officer II (LGU)	8	15	36619	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: •Tourism Awareness and Capability Building Seminar for LGUs •Seminar on Disaster Risk Reduction and Management •Basic Tourism Statistics Training (BTST) •Local Tourism Guidebook Orientation and; •Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) /Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Tourism 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 June 29, 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 R. ORCULLO**  
Prov'l. Human Resource Mgt. Officer  
Capitol Hills, Telaje, Tandag City, Surigao del S  
[pgsdspadmohrmd@gmail.com](mailto:pgsdspadmohrmd@gmail.com)

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