

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: March 4, 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	Agricultural Technologist	36	10	24381	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, Interpersonal Relation, Initiative, and Integrity	Provincial Agriculturist's Office
2	Administrative Aide I (Utility Worker I)	21	1	13530	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 Agriculturist's Office

3	Local Assessment Operations Officer II	11	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS- Professional/Second Level Eligibility	Accountability, Interpersonal Relation, Stress Management, and Quality Service Focus	Provincial Assessor's Office
4	Local Assessment Operations Officer II	21	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS- Professional/Second Level Eligibility	Accountability, Interpersonal Relation, Stress Management, and Quality Service Focus	Provincial Assessor's Office
5	Local Assessment Operations Officer I	16	11	28512	Bachelor's degree relevant to the job	None required	None required	CS- Professional/Second Level Eligibility	Accountability, Interpersonal Relation, Quality Service Focus, and Stress Management	Provincial Assessor's Office
6	Engineer III	9	19	53873	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Engineer)	Accountability, Valuing Diversity, Stress Management, Leadership, and Organizational Awareness	Provincial Engineer's Office- Construction & Maintenance Division

7	Construction and Maintenance General Foreman	13	11	28512	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 1996 - Cat. III)	Accountability, Interpersonal Relation, Stress Management, Initiative, and Quality Service Focus	Provincial Engineer's Office- Construction & Maintenance Division
8	Administrative Aide IV (Bookbinder II)	5	4	16209	Elementary School Graduate	None required	None required	None Required, MC 11, s. 96 - Cat. III	Quality Service Focus, Interpersonal Relation, Initiative, and Integrity	Provincial Human Resource Management Office
9	Development Management Officer IV	3	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, Solving Problem & Decision Making, Planning & Organizing, Commitment to Organization, Organizational Awareness, and Environmental Awareness	Provincial Planning & Development Office
10	Administrative Assistant II (Clerk IV)	6	8	20534	Completion of 2 yrs studies in college	4 hours relevant training	1 year Relevant Experience	CS Sub-Professional/First Level Eligibility	Quality Service Focus, Computer Literacy, Commitment to Organization, and Integrity	Provincial Prosecutor's Office



11	Dentist II	8	17	45138	Doc. of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year o. relevant experience	RA 1080 (Dentist)	Quality Service Focus, Innovativeness, Accountability, and Work Standards	Marihatag District Hospital
12	Administrative Officer III (Cashier II)	37	14	35434	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Initiative, Emotional Maturity, Stress Management, and Quality Service Focus	Provincial Treasurer's Office
13	Local Legislative Staff Officer IV	25	19	53873	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Valuing Diversity, Stress Management, Leadership, and Organizational Awareness	Vice Governor'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 March 21, 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.**