

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 5, 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	Senior Administrative Assistant I (Stenographic Reporter IV)	34	13	32870	Completion of two years studies in College	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofession al)First Level Eligibility	Accountability, Quality Service Focus, Initiative, Stress Management, and Interpersonal Relation	Office of the Secretary to the Sangguniang Panlalawigan

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  
[psd.padmohrmd@gmail.com](mailto:psd.padmohrmd@gmail.com)