

Republic of the Philippines  
Provincial Government of 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 Provincial Government of Surigao del Sur in the CSC website:

ACE RONQUILLO ORCULLO  
Provincial Human Resource Management Officer  
HRMO

Date: May 15, 2023

| No. | Position Title<br>(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   | Carpenter Foreman                                      | 20                 | 8                      | 19,744.00      | High School Graduate or Completion of relevant vocational/ trade course                                   | 4 hours of relevant training | 1 year of relevant experience  | Carpenter (MC 10, s. 2013, as amended - Cat. II)                    | Accountability, Integrity, Initiative and Stewardship of Resources                              | Provincial Engineer's Office- Const. & Maintenance Division |
| 2   | Draftsman III  | 20                 | 11                     | 27,000.00      | Completion of two years studies in College or High School Graduate with relevant vocational/ trade course | 8 hours of relevant training | 2 years of relevant experience | Draftsman (MC 11, s. 1996, as amended- Cat. II)/ CS Subprofessional | Accountability, Integrity, Initiative and Stewardship of Resources                              | Provincial Engineer's Office                                |
| 3   | Community Development Assistant I                      | 15                 | 7                      | 18,620.00      | Completion of two years studies in College  | None required                | None required                  | Career Service (Subprofessional) First Level Eligibility            | Environmental Awareness, Organizational Awareness, Attention Ito Details and Emotional Maturity | Provincial Environment & Natural Resources 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 4, 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, Talaja, Tandag City, Surigao del Sur

[pgsdspadmohrmd@gmail.com](mailto:pgsdspadmohrmd@gmail.com)

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