

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:

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

RECEIVED

CSCFO-SDS
Control No. _____
Date: MAY 24 2023
Time: 02:47
Received by: SHIELA ROSE TAMOGUIS

ACE RONQUILLO ORCULLO
HRMO

Date: 5/24/2023

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	Nurse I (NBC 521)	27	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	Accountability, Environmental Awareness, Attention to Details, Effective Communication and Stress Management	Hinatuan District Hospital
2	Nursing Attendant I	32	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Accountability, Quality Service Focus and Attention to Details	Hinatuan District Hospital
3	Nursing Attendant I	39	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Accountability, Quality Service Focus and Attention to Details	Liangá District Hospital
4	Senior Administrative Assistant II (Computer Operator IV)	19	14	33843	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	16 hours of relevant training	3 years of relevant experience	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional	Accountability, Quality Service Focus, Attention to Details, Innovativeness and Computer Literacy	Provincial Engineer's Office

5	Engineering Assistant	14	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) First Level Eligibility	Accountability, Quality Service Focus, Organizational Awareness and Stress Management	Provincial Engineer's Office
6	Administrative Aide IV (Clerk II)	12	4	15586	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Engineer's Office
7	Agricultural Technologist	9	10	23176	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, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Fisheries & Aquatic Resources Office
8	Aquaculturist I	8	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Environmental Awareness, Confidentiality Awareness and Developing People	Provincial Fisheries & Aquatic Resources Office
9	Administrative Officer I (Records Officer I)	43	10	23176	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Interpersonal Relation and Stress Management	Provincial General Services Office
10	Local Treasury Operations Officer II	6	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Treasurer's Office

11	Agriculturist II	18	15	36619	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Accountability, Quality Service Focus, Initiative and Emotional Maturity	Provincial Veterinary Office
12	Agriculturist II	15	15	36619	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Accountability, Quality Service Focus, Initiative and Emotional Maturity	Provincial Veterinary Office
13	Senior Agriculturist	2	18	46725	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	Accountability, Planning & Organizing, Solving Problem and Decision Making and Leadership	Provincial Veterinary 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 13, 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 R. ORCULLO

Prov'l. Human Resource Mgt. Officer

Capitol Hills, Telaje, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.