


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

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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  
HRMO

Date: 5/30/2023

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	Administrative Aide IV (Clerk II)	6	4	15586	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Accountability, Quality Service Focus, Integrity and Initiative	Hinatuan District Hospital
2	Administrative Aide I (Utility Worker I)	14	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Quality Service Focus, Attention to Details, Innovativeness and Stewardship of Resources	Liang District Hospital
3	Heavy Equipment Operator II	38	6	17553	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 1996, as amended - Cat. II)	Accountability, Integrity, Initiative and Stewardship of Resources	Provincial Engineer's Office

4	Electrician II	7	6	17553	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11, s. 1996 - Cat. I)	Accountability, Integrity, Initiative and Stewardship of Resources	Provincial Engineer's Office- Motorpool Division
5	Sanitation Inspector III	45	11	27000	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus, Initiative and Computer Literacy	Provincial Health Office
6	Administrative Aide VI (Clerk III)	7	6	17553	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Planning & Development Office
7	Nurse II	5	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	Accountability, Integrity, Quality Service Focus, Effective Communication and Work Standards	San Miguel Community Hospital

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 19, 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 Sur  
[pgsdspadmohrmd@gmail.com](mailto:pgsdspadmohrmd@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.