

Republic of the Philippines  
Provincial Government of Surigao del Sur  
Request for Publication of Vacant Positions

MAY 04 2023

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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 Provincial Government of Surigao del Sur in the CSC website:

ACE RONQUILLO ORCULLO

Provincial Human Resource Management Officer

HRMO

Date: May 04, 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	Medical Officer III	4	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)	Accountability, Integrity, Developing People, Conflict Management, Problem Solving & Decision Making and Stress Management	Cortes Municipal Hospital
2	Administrative Aide III (Utility Worker II)	9	3	14,678.00	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	Lianga District Hospital

3	Community Affairs Officer II	11	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Awareness, Integrity, Quality Service Focus, Effective Communication, Interpersonal Relation and Planning & Organizing	Provincial Administrator's Office
4	Local Assessment Operations Officer I	10	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	CS-Professional/Second Level Eligibility	Accountability, Quality Service Focus, Interpersonal Relation and Stress Management	Provincial Assessor's Office
5	Administrative Officer III (Records Officer II)	55	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	Accountability, Quality Service Focus, Emotional Maturity, Initiative and Stress Management	Provincial General Services Office
6	Revenue Collection Clerk II	48	7	18,620.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus and Initiative	Provincial Treasurer's Office
7	Local Treasury Operations Assistant	8	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus and Initiative	Provincial Treasurer's Office
8	Administrative Aide I (Utility Worker I)	33	1	13,000.00	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	Vice Governor's Office
9	Administrative Officer II (Management and Audit Analyst I)	26	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Accountability, Quality Service Focus, Initiative, Interpersonal Relation and Stress Management	Provincial Accountant'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 May 24, 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.**