

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: May 19, 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	Administrative Aide I (Utility Worker I)	21	1	13530	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	Provincial Health 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 8, 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;
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
pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.