

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

HRMO

Date: 11/17/2023



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	Budget Officer IV	3	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Organizational Awareness, Leadership, Stress Management and Valuing Diversity	Provincial Budget Office
2	Heavy Equipment Operator II	34	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

3	Provincial Government Assistant Department Head (Assistant Provincial Planning Development Officer)	2	24	90078	College degree preferably in urban planning, development studies, economics, public administration, or any related course from a recognized college or university	None required	3 year experience in development planning or in any related field	RA 1080 (Environmental Planner)	Accountability, Organizational Awareness, Leadership, Conflict Management and Developing People	Provincial Planning & Development Office
4	Nursing Attendant I	13	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	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 November 27, 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.**