


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

 CSC CIVIL SERVICE COMMISSION Republic of the Philippines CSCFO-SDS Control No. _____ Date: <u>10/16/2023</u> Time: _____ Received by: <u>SHEILA ROSE T. AMOGUIS</u> Admin. Staff.	RECEIVED Electronic copy to be submitted to the CSC FO must be in MS Excel format
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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: 10/16/2023

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	Chief of Hospital I	1	24	90078	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Physician)	Accountability, Integrity, Developing People, Conflict Management, Problem Solving and Decision Making and Stress Management	Cortes Municipal Hospital
2	Administrative Aide IV (Clerk II)	4	4	15586	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Internal Audit Service Office
3	Laundry Worker I	15	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	Madrid District Hospital

4	Community Development Assistant I	15	7	18620	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Organizational Awareness, Environmental Awareness, Emotional Maturity and Attention to Details	Provincial Environment & Natural Resources Office
5	Community Development Assistant I	24	7	18620	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Organizational Awareness, Environmental Awareness, Emotional Maturity and Attention to Details	Provincial Environment & Natural Resources Office
6	Special Agent I	11	8	19744	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, Initiative and Interpersonal Relation	Provincial Fisheries & Aquatic Resources Office
7	Provincial Government Assistant Department Head (Assistant Provincial General Service Officer)	2	24	90078	Bachelor's degree in Public Administration, Business Administration and Management	None required	3 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	Career Service (Professional) / Second Level Eligibility	Accountability, Organizational Awareness, Conflict Management, Developing People, Planning & Organizing and Stress Management	Provincial General Services Office
8	Administrative Aide VI (Clerk III)	12	6	17553	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Provincial Governor's Office
9	Sanitation Inspector II	49	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus and Initiative	Provincial Health Office

10	Sanitation Inspector II	51	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Accountability, Quality Service Focus and Initiative	Provincial Health Office
11	Administrative Aide IV (Clerk II)	5	4	15586	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Human Resource & Management Office
12	Statistician Aide	10	4	15586	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Teamwork, Stress Management and Valuing Diversity	Provincial Social Welfare & Development Office
13	Provincial Government Assistant Department Head (Assistant Provincial Treasurer)	2	24	90078	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	5 years in treasury or accounting service	First Grade or Equivalent/Second Level Eligibility	Accountability, Integrity, Organizational Awareness, Leadership, Effective Communication, Emotional Maturity and Planning & Organizing	Provincial Treasurer's Office
14	Agriculturist I	11	11	27000	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, Quality Service Focus, Initiative, Stress Management and Interpersonal Relation	Provincial Veterinary Office

15	Agricultural Technologist	13	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, Quality Service Focus, Initiative, Stress Management and Interpersonal Relation	Provincial Veterinary Office
16	Medical Technologist I	17	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Technologist)	Accountability, Quality Service Focus, Initiative, Stress Management and Interpersonal Relation	Provincial Veterinary Office
17	Security Officer II	2	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, Integrity, Risk Management, Stewardship of Resources and Stress Management	Provincial Warden's Office
18	Prison Guard II	20	7	18620	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Confidentiality Awareness, Risk Management, Stewardship of Resources and Teamwork	Provincial Warden's Office
19	Administrative Aide VI (Clerk III)	8	6	17553	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Quality Service Focus, Integrity, Initiative and Interpersonal Relation	Provincial Warden's Office
20	Nurse I	6	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	Accountability, Attention to Details, Environmental Awareness, Initiative and Stress Management	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 5, 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.