

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

Date:	SEP 01 2023
Time:	10:10 am
Received by:	ROLANDB. EGUNA
	Civil Service Admin. Staff
	Field Office - SDS

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: September 01, 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	Supervising Administrative Officer (Management and Audit Analyst IV)	11	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 year Relevant Experience	Career Service (Professional) /Second Level Eligibility	Accountability, Organizational Awareness, Leadership, Stress Management and Valuing Diversity	Provincial Accountant's Office
2	Nursing Attendant I	34	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Accountability, Quality Service Focus and Attention to Details	Bislig District Hospital
3	Senior Agriculturist	23	18	46,725.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	Accountability, Quality Service Focus, Initiative, Emotional Maturity and Stress Management	Provincial Agriculturist's Office

4	Assessment Clerk II	16	6	17,553.00	Completion of two years studies in College	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	Accountability, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Assessor's Office
5	Construction and Maintenance Man	95	2	13,819.00	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Integrity, Quality Service Focus, Time Management, Interpersonal Relation	Provincial Engineer's Office
6	Construction and Maintenance Man	91	2	13,819.00	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Integrity, Quality Service Focus, Time Management, Interpersonal Relation	Provincial Engineer's Office
7	Administrative Assistant III (Computer Operator II)	10	9	21,211.00	Completion of two years studies in College or High School Graduate with relevant vocational trade course	4 hours of relevant training	1 year Relevant Experience	1 year Relevant Experience	Data Encoder (MC 11, s. 1996 - Cat. I)/CS Subprofessional	Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Governor's Office
8	Administrative Aide IV (Reproduction Machine Operator II)	14	4	15,586.00	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Accountability, Integrity, Quality Service Focus, Initiative and Interpersonal Relation	Provincial Governor's Office
9	Planning Officer IV	10	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accountability, Organizational Awareness, Environmental Awareness, Leadership, Planning & Organizing and Commitment to Organization	Provincial Planning & Development Office
10	Administrative Aide VI (Clerk III)	7	6	17,553.00	Completion of two years studies in College	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	Integrity, Initiative, Quality Service Focus and Interpersonal Relation	Provincial Prosecutor's Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than September 21, 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 RONQUILLO ORCULLO

Provincial Human Resource Management Officer

Capital Hills, Talaja, Tandag City, Surigao del Sur

pgsdspadmohrmd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.