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be in MS Excel format

Republic of the Philippines
CGO SURIGAO , SURIGAO DEL NORTE
Request for Publication of Vacant Positions

RECEIVED
CIVIL SERVICE COMMISSION
SURIGAO DEL NORTE
SIGNATURE: CSFO-SDN STAFF
DATE: 17 FEB 2021

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO SURIGAO , SURIGAO DEL NORTE in the CSC website:

HAIRÉE CEL S. PEDIMONTE
HRMO

Date: 2/17/2021

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	City Government Dept. Head I (City Budget Officer)	453	25	87287	Bachelor's degree preferably in accounting, economics, public administration or any related course from a recognized college or university	none	5 years experience in government budgeting or in any related field	First Grade CS Eligible or its Equivalent		City Budget Office
2	Local Assessment Operations Officer IV	310	22	60180	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Professional		City Assessor Office
3	Local Assessment Operations Officer III	311	18	37943	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional		City Assessor Office
4	Local Assessment Operations Officer III	312	18	37943	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional		City Assessor Office
5	Local Assessment Operations Officer II	314	15	28848	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional		City Assessor Office
6	Administrative Aide IV (Clerk II)	318	4	12426	Completion of two years studies in college	none required	none required	CS Subprofessional		City Assessor Office

7	Administrative Aide IV (Clerk II)	319	4	12426	Completion of two years studies in college	none required	none required	CS Subprofessional		City Assessor 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 March 6, 2021.

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, Diploma , CAV(Certification,Authentication & Verification)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HAIREE CEL S. PEDIMONTE

CGADH I HR Officer

HRMDO City Hall Building , Surigao City

hr_surigaocity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.