



HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE
Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City

Place of Assignment:	Office of the Provincial General Services Officer
Plantilla Item No./s:	14
Salary/Job/Pay Grade:	4
Monthly Salary :	16,833.00
Eligibility:	Career Service (Subprofessional) /First Level Eligibility
Education:	Completion of two years studies in college (prior to 2018) OR Completion of Grade 12/ Senior High School (starting 2016)
Training:	None Required
Work Experience:	None Required
Competency:	1. Computer Literacy (2) 2. Effective Written and Oral Communication Skills (2) 3. Organized and Detail Oriented (2) 4. Service Delivery (2) 5. Records Management (2) 6. Benefits, Compensation, Welfare Administration and Management (1) 7. Interpersonal Communication Skills (1) 8. Generating Reports and Documentation (1)

Instructions/Remarks :

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 Oct. 9, 2025.

Documents:

- 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;
- 4. Photocopy of Transcript of Records; and
- 5. Photocopy of certificate of relevant trainings.

QUALIFIED APPLICANTS are advised to prepare application letter addressed to:

ARTHUR R. DEFENSOR JR.

Governor

Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City
or hand in, send through courier/email to the
Human Resource Management & Development Office
3rd Floor, Iloilo Provincial Capitol
ipghris.com



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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This office highly encourage interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity, and filiation, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity.

Posting Date : Sept. 19, 2025

Closing Date : Oct. 9, 2025