


Republic of the Philippines
PGO EASTERN SAMAR
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 EASTERN SAMAR in the CSC website:


BERLINDO N. MORALLOS, JR.
HRMO

Date: June 21, 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	Provincial Government Department Head (Provincial General Services Officer)	1	26	110,238.00	Bachelor's degree in Public Administration, Business Administration and management from a recognized college or university	None	Five (5) years experience in general services, including management of supply, property, solid waste disposal and general sanitation	First grade Civil Service Eligible or its equivalent	N/A	Provincial General Services Office
2	Administrative Officer I (Cashier I)	4	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Felipe Abrigo Memorial Hospital
3	Medical Officer III	2-1	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080	N/A	Homonhon Island Community Hospital
4	Nurse I	7-2	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Homonhon Island Community Hospital

5	Administrative Aide IV (Clerk II)	217	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Llorente Municipal Hospital
6	Administrative Aide I (Laborer I)	129-a	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Provincial Health Office
7	Cook I	46-1	3	14,678.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Eastern Samar Provincial Hospital
8	Administrative Assistant II (Accounting Clerk III)	37	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the Provincial Accountant
9	Administrative Aide IV (Accounting Clerk I)	34-b-3	4	14,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the Provincial Accountant

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 July 7, 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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

BERLINDO N. MORALLOS, JR.

PGDH-HRMO

Capitol Bldg., Borongan City, Eastern Samar

esamar.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.