

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: July 26, 2022

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 (Cashier IV)	41	22	66,465.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Provincial Treasurer's Office
2	Administrative Officer IV (Administrative Officer II)	39-a	15	33,342.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Provincial General Services Office
3	Administrative Officer III (Supply Officer II)	38-a	14	30,705.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Provincial General Services Office
4	Administrative Assistant II (Cash Clerk III)	46	8	18,048.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional)/ First Level Eligibility	N/A	Provincial Treasurer's Office
5	Administrative Aide III (Clerk I)	21-4	3	14,125.00	Completion of two years studies in college	None required	None required	Career Service (Sub- professional)/ First Level Eligibility	N/A	Eastern Samar Provincial 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 August 11, 2022.

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.