

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: August 5, 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	Administrative Officer IV (Administrative Officer II)	2	15	35,097.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Albino M. Duran Memorial Hospital
2	Administrative Aide IV (Clerk II)	217	4	14,993.00	Completion of two years studies in college	None required	None required	Career Service (Sub- professional) / First Level Eligibility	N/A	Llorente Municipal Hospital
3	Administrative Officer IV (Administrative Officer II)	2	15	35,097.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Arteche District Hospital
4	Administrative Officer II (Fiscal Examiner I)	3	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	N/A	Oras District Hospital
5	Nutritionist-Dietitian II	61	15	35,097.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Provincial Health Office
6	Administrative Aide III (Clerk I)	6-1	3	14,125.00	Completion of two years studies in college	None required	None required	Career Service (Sub- professional) / First Level Eligibility	N/A	Taft District Hospital

7	Administrative Officer V (Supply Officer III)	39	18	42,943.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Provincial General Services Office
8	Administrative Officer IV (Budget Officer II)	6	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Eastern Samar Provincial Hospital
9	Administrative Officer IV (Fiscal Examiner II)	5	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Eastern Samar Provincial Hospital
10	Administrative Officer III (Records Officer II)	10	14	32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	Eastern Samar Provincial Hospital
11	Administrative Aide IV (Clerk II)	109-a	4	14,243.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) / First Level Eligibility	N/A	Human Resource Management Office
12	Administrative Aide III (Laborer II)	23-c	3	13,419.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat. III)	N/A	Provincial Budget 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 August 22, 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](http://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](mailto:esamar.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**