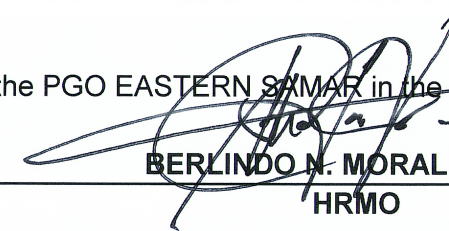


Republic of the Philippines  
**PGO EASTERN SAMAR**  
Request for Publication of Vacant Positions

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: December 6, 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	Internal Auditor I	1-b-5	11	22,683.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Office of the Provincial Internal Audit Service
2	Administrative Officer IV (HRMO II)	92-a-5	15	31,896.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Provincial Agricultural Services
3	Supervising Administrative Officer (HRMO IV)	2-a	22	64,994.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Management Office
4	Mechanic I	18-a	4	13,680.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		Provincial Engineering Office
5	Administrative Aide III (Driver I)	153	3	13,572.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Provincial Health Office

6	Administrative Assistant II (Bookkeeper I)	8	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First level eligibility		Homonhon Island Community Hospital
7	Administrative Aide I (Laborer I)	98-a	1	11,432.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Provincial Agricultural Services
8	Nursing Attendant I	29-10	4	14,400.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Felipe Abrigo Memorial Hospital
9	Administrative Officer V (Supply Officer III)	39	18	41,497.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second level eligibility		Provincial General Services Office
10	Administrative Assistant II (Public Relations Assistant)	5	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First level eligibility		Provincial Health 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 December 27, 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](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.

**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.**