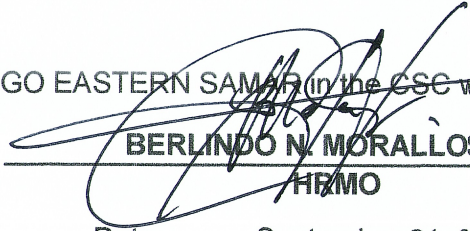


Republic of the Philippines
PGO EASTERN SAMAR
Request for Publication of Vacant Positions

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: September 21, 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	Administrative Aide II (Messenger)	11-1	2	12,151.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Provincial Administrator's Office
2	Administrative Aide I (Laborer I)	8-a	1	11,432.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Provincial Governor's Office
3	Construction & Maintenance Man	64-a	2	12,151.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Provincial Engineering Office
4	Administrative Aide I (Crafts & Trades Helper)	17	1	11,432.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Provincial Engineering Office

5	Mechanic II	18	6	15,390.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		Provincial Engineering Office
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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 October 7, 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;
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
Provincial Capitol, Borongan City, Eastern Samar
esamar.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.