

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 28, 2023

| No. | Position Title<br>(Parenthetical<br>Title, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards                       |               |               |   |                                  | Place of<br>Assignment                      |
|-----|---|-----------------------|------------------------------|-------------------|---|---------------|---------------|---|----------------------------------|---|
|     |   |                       |                              |                   | Education                                     | Training      | Experience    | Eligibility   | Competency<br>(if<br>applicable) |   |
| 1   | Administrative Aide VI<br>(Storekeeper II)                | 6                     | 6                            | 17,553.00         | Completion of two years<br>studies in college | None required | None required | Career Service<br>(Subprofessional)/ First<br>Level Eligibility | N/A                              | Felipe Abrigo<br>Memorial Hospital          |
| 2   | Administrative Aide IV<br>(Clerk II)                      | 108                   | 4                            | 14,807.00         | Completion of two years<br>studies in college | None required | None required | Career Service<br>(Subprofessional)/ First<br>Level Eligibility | N/A                              | Provincial Planning &<br>Development 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 14, 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](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.**