

Republic of the Philippines  
**PGO NORTHERN 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 NORTHERN SAMAR in the CSC website:

*Muncada*  
**MELISSA R. MUNCADA**  
OIC, PGDH-PHRMDO

Date: 02/11/2022

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay | Monthly<br>Salary | Qualification Standards                    |                              |                                |                                 |   | Place of<br>Assignment |
|-----|---|-----------------------|------------------------|-------------------|--|------------------------------|--------------------------------|---------------------------------|---|------------------------|
|     |   |                       |                        |                   | Education                                  | Training                     | Experience                     | Eligibility                     | Competency (if applicable)  |                        |
| 1   | Chief of Hospital I                                       | BDH 117-3             | 24                     | 86742             | Doctor of Medicine                         | 8 hours of relevant training | 2 years of relevant experience | RA 1080                         | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Superior)</li> <li>&gt; Delivering Service Excellence (Superior)</li> <li>&gt; Solving Problems and Making Decisions (Superior)</li> <li>&gt; Leading Change (Intermediate)</li> <li>&gt; Managing Performance &amp; Coaching for Result (Intermediate)</li> <li>&gt; Building Collaborative and Inclusive Working Relationship (Intermediate)</li> <li>&gt; Creating and Nurturing a High Performing Organization (Intermediate)</li> <li>&gt; Thinking Strategically and Creatively (Intermediate)</li> </ul> | BDH                    |
| 2   | Respiratory Therapist II                                  | PHD 5-17              | 14                     | 30799             | Bachelor of Science in Respiratory Therapy | 4 hours of relevant training | 1 year of relevant experience  | RA 1080 (Respiratory Therapist) | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Intermediate)</li> <li>&gt; Delivering Service Excellence (Intermediate)</li> <li>&gt; Solving Problems and Making Decisions (Intermediate)</li> <li>&gt; Achievement Orientation (Intermediate)</li> <li>&gt; Attention to Detail (Intermediate)</li> <li>&gt; Professionalism (Intermediate)</li> <li>&gt; Interpersonal Skills (Intermediate)</li> </ul>   | PHD                    |

|   |   |                |    |       |   |                              |                                |   |   |           |
|---|---|----------------|----|-------|---|------------------------------|--------------------------------|---|---|-----------|
| 3 | Administrative Officer I<br>(Records Officer I) | GDH 5-14       | 10 | 21205 | Bachelor's degree                                       | None required                | None required                  | Career Service<br>(Professional)<br>Second Level<br>Eligibility | > Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Professionalism (Basic)<br>> Interpersonal Skills (Basic)   | GDH       |
| 4 | Administrative Aide IV<br>(Clerk II)            | CatubigDh 8-55 | 4  | 14400 | Completion of two years' studies in college             | None required                | None required                  | Career Service<br>(Subprofessional)<br>First Level Eligibility  | > Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Attention to Detail (Basic)<br>> Interpersonal Skills (Basic)   | CatubigDH |
| 5 | Nutrition Officer III                           | PHD 117        | 18 | 43681 | Bachelor's degree relevant to the job                   | 8 hours of relevant training | 2 years of relevant experience | Career Service<br>(Professional)<br>Second Level<br>Eligibility | > Exemplifying Integrity (Advanced)<br>> Delivering Service Excellence (Advanced)<br>> Solving Problems and Making Decisions (Advanced)<br>> Achievement Orientation (Advanced)<br>> Attention to Detail (Advanced)<br>> Professionalism (Advanced)<br>> Interpersonal Skills (Advanced)                              | PHD       |
| 6 | Social Welfare Officer I                        | PSWDD 138-3    | 11 | 22683 | Bachelor's degree in Social Work or relevant to the job | None required                | None required                  | RA 1080 (Social Work)   | > Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Professionalism (Basic)<br>> Case Networking & Linkaging (Basic)<br>> Case Management/Case Analysis (Basic) | PSWDD     |



|    |   |             |    |       |   |  |   |  |   |       |
|----|---|-------------|----|-------|---|--|---|--|---|-------|
| 7  | Social Welfare Officer I                        | PSWDD 138-4 | 11 | 22683 | Bachelor's degree in Social Work or relevant to the job | None required                                  | None required   | RA 1080 (Social Work)                                  | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Basic)</li> <li>&gt; Delivering Service Excellence (Basic)</li> <li>&gt; Solving Problems and Making Decisions (Basic)</li> <li>&gt; Achievement Orientation (Basic)</li> <li>&gt; Attention to Detail (Basic)</li> <li>&gt; Professionalism (Basic)</li> <li>&gt; Case Networking &amp; Linkaging (Basic)</li> <li>&gt; Case Management/Case Analysis (Basic)</li> </ul>   | PSWDD |
| 8  | Social Welfare Officer III                      | PSWDD 142-1 | 18 | 41497 | Bachelor's degree in Social Work or relevant to the job | 8 hours of relevant training                   | 2 years of relevant experience                        | RA 1080 (Social Work)                                  | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Advanced)</li> <li>&gt; Delivering Service Excellence (Advanced)</li> <li>&gt; Solving Problems and Making Decisions (Advanced)</li> <li>&gt; Achievement Orientation (Advanced)</li> <li>&gt; Attention to Detail (Advanced)</li> <li>&gt; Professionalism (Advanced)</li> <li>&gt; Case Networking &amp; Linkaging (Advanced)</li> <li>&gt; Case Management/Case Analysis (Advanced)</li> </ul>   | PSWDD |
| 9  | Provincial Government Assistant Department Head | PCCAO 54-14 | 24 | 82405 | Bachelor's degree                                       | 24 hours of training on Management/supervision | 4 years in positions involving management/supervision | Career Service (Professional) Second Level Eligibility | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Superior)</li> <li>&gt; Delivering Service Excellence (Superior)</li> <li>&gt; Solving Problems and Making Decisions (Superior)</li> <li>&gt; Leading Change (Intermediate)</li> <li>&gt; Managing Performance &amp; Coaching for Result (Intermediate)</li> <li>&gt; Building Collaborative and Inclusive Working Relationship (Intermediate)</li> <li>&gt; Creating and Nurturing a High Performing Organization (Intermediate)</li> <li>&gt; Thinking Strategically and Creatively (Intermediate)</li> </ul> | PCCAO |
| 10 | Administrative Officer III (Supply Officer II)  | PHD 14-7    | 14 | 30799 | Bachelor's degree                                       | 4 hours of relevant training                   | 1 year of relevant experience                         | Career Service (Professional) Second Level Eligibility | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Intermediate)</li> <li>&gt; Delivering Service Excellence (Intermediate)</li> <li>&gt; Solving Problems and Making Decisions (Intermediate)</li> <li>&gt; Achievement Orientation (Intermediate)</li> <li>&gt; Attention to Detail (Intermediate)</li> <li>&gt; Professionalism (Intermediate)</li> <li>&gt; Interpersonal Skills (Intermediate)</li> </ul>   | PHD   |

|    |   |            |    |       |  |                              |                                |  |   |       |
|----|---|------------|----|-------|--|------------------------------|--------------------------------|--|---|-------|
| 11 | Administrative Aide IV<br>(Bookbinder II)                           | PGD 12-2   | 4  | 13680 | Elementary School Graduate                           | None required                | None required                  | None required<br>(MC II, s. 96 - Cat. III)             | >Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Attention to Detail (Basic)<br>> Interpersonal Skills (Basic)  | PGD   |
| 12 | Project Development Officer I                                       | PPDD 64-1  | 11 | 22683 | Bachelor's degree relevant to the job                | None required                | None required                  | Career Service (Professional) Second Level Eligibility | >Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Professionalism (Basic)<br>> Interpersonal Skills (Basic)                      | PPDD  |
| 13 | Administrative Officer V<br>(Human Resource Management Officer III) | PHRMD 51-5 | 18 | 41497 | Bachelor's degree                                    | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | >Exemplifying Integrity (Advanced)<br>> Delivering Service Excellence (Advanced)<br>> Solving Problems and Making Decisions (Advanced)<br>> Achievement Orientation (Advanced)<br>> Attention to Detail (Advanced)<br>> Professionalism (Advanced)<br>> Interpersonal Skills (Advanced) | PHRMD |
| 14 | Administrative Assistant I<br>(Bookbinder III)                      | PHRMD 7-14 | 7  | 16320 | Elementary School Graduate                           | None required                | None required                  | None Required<br>(MC II, s. 96 - Cat. III)             | >Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Interpersonal Skills (Basic)   | PHRMD |
| 15 | Engineer I  | PEO 69-6   | 12 | 24749 | Bachelor's degree in Engineering relevant to the job | None required                | None required                  | RA 1080  | >Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Professionalism (Basic)<br>> Interpersonal Skills (Basic)                      | PEO   |



|    |                     |            |    |       |  |                              |                               |  |   |      |
|----|---------------------|------------|----|-------|--|------------------------------|-------------------------------|--|---|------|
| 16 | Engineer I          | PEO 69-7   | 12 | 24749 | Bachelor's degree in Engineering relevant to the job | None required                | None required                 | RA 1080  | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Basic)</li> <li>&gt; Delivering Service Excellence (Basic)</li> <li>&gt; Solving Problems and Making Decisions (Basic)</li> <li>&gt; Achievement Orientation (Basic)</li> <li>&gt; Attention to Detail (Basic)</li> <li>&gt; Professionalism (Basic)</li> <li>&gt; Interpersonal Skills (Basic)</li> </ul>  | PEO  |
| 17 | Engineer I          | PEO 69-8   | 12 | 24749 | Bachelor's degree in Engineering relevant to the job | None required                | None required                 | RA 1080  | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Basic)</li> <li>&gt; Delivering Service Excellence (Basic)</li> <li>&gt; Solving Problems and Making Decisions (Basic)</li> <li>&gt; Achievement Orientation (Basic)</li> <li>&gt; Attention to Detail (Basic)</li> <li>&gt; Professionalism (Basic)</li> <li>&gt; Interpersonal Skills (Basic)</li> </ul>  | PEO  |
| 18 | Engineer I          | PEO 69-9   | 12 | 24749 | Bachelor's degree in Engineering relevant to the job | None required                | None required                 | RA 1080  | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Basic)</li> <li>&gt; Delivering Service Excellence (Basic)</li> <li>&gt; Solving Problems and Making Decisions (Basic)</li> <li>&gt; Achievement Orientation (Basic)</li> <li>&gt; Attention to Detail (Basic)</li> <li>&gt; Professionalism (Basic)</li> <li>&gt; Interpersonal Skills (Basic)</li> </ul>  | PEO  |
| 19 | Internal Auditor II | PIAO 52-19 | 15 | 31896 | Bachelor's degree relevant to the job                | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Intermediate)</li> <li>&gt; Delivering Service Excellence (Intermediate)</li> <li>&gt; Solving Problems and Making Decisions (Intermediate)</li> <li>&gt; Achievement Orientation (Intermediate)</li> <li>&gt; Attention to Detail (Intermediate)</li> <li>&gt; Professionalism (Intermediate)</li> <li>&gt; Interpersonal Skills (Intermediate)</li> </ul> | PIAO |
| 20 | Internal Auditor II | PIAO 52-20 | 15 | 31896 | Bachelor's degree relevant to the job                | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | <ul style="list-style-type: none"> <li>&gt; Exemplifying Integrity (Intermediate)</li> <li>&gt; Delivering Service Excellence (Intermediate)</li> <li>&gt; Solving Problems and Making Decisions (Intermediate)</li> <li>&gt; Achievement Orientation (Intermediate)</li> <li>&gt; Attention to Detail (Intermediate)</li> <li>&gt; Professionalism (Intermediate)</li> <li>&gt; Interpersonal Skills (Intermediate)</li> </ul> | PIAO |

|    |   |            |    |       |   |                              |                               |  |   |       |
|----|---|------------|----|-------|---|------------------------------|-------------------------------|--|---|-------|
| 21 | Administrative Officer I<br>(Records Officer I) | PEO 5-15   | 10 | 20145 | Bachelor's degree relevant to the job                                   | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | > Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Professionalism (Basic)<br>> Interpersonal Skills (Basic) | PEO   |
| 22 | Administrative Aide IV<br>(Bookbinder II)       | PASSO 8-81 | 4  | 13680 | Elementary School Graduate  | None required                | None required                 | None Required (MC II, s. 96 - Cat. III)                | > Exemplifying Integrity (Basic)<br>> Delivering Service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Attention to Detail (Basic)<br>> Interpersonal Skills (Basic)   | PASSO |
| 23 | Administrative Assistant I<br>(Photographer II) | PIO 7-10   | 7  | 16320 | High School graduate or completion of relevant educational trade course | None required                | None required                 | Photographer (MC II, s. 96, Cat. II)                   | > Exemplifying Integrity (Basic)<br>> Delivering service Excellence (Basic)<br>> Solving Problems and Making Decisions (Basic)<br>> Achievement Orientation (Basic)<br>> Attention to Detail (Basic)<br>> Interpersonal Skills (Basic)                              | PIO   |

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 February 28, 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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MELISSA R. MUNCADA**

OIC, PGDH-PHRMDO

2nd Floor Capitol Bldg. Brgy. Dalakit, Catarman, N. Samar

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