

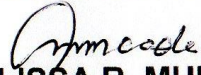
CS Form No. 9
Revised 2018

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

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:


MELISSA R. MUNCADA
OIC, PGDH-PHRMDO

Date: 3/2/2022

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 Aide IV (Bookbinder II)	PGO 12-2	4	13680	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)	> Exemplifying Integrity (Basic) > Delivering Service Excellence (Basic) > Solving Problems and Making Decisions (Basic) > Attention to Detail (Basic) > Interpersonal Skills (Basic)	PGO

2	Administrative Officer I (Records Officer I)	PEO 5-15	10	20145	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	> Exemplifying Integrity (Basic) > Delivering Service Excellence (Basic) > Solving Problems and Making Decisions (Basic) > Achievement Orientation (Basic) > Attention to Detail (Basic) > Professionalism (Basic) > Interpersonal Skills (Basic)	PEO
---	---	----------	----	-------	----------------------	---------------	---------------	---	--	-----

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 March 18, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be
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

Capitol Bldg. Brgy. Dalakit, Catamar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.