

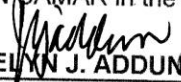
CS Form No. 9  
Revised 2018

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:

  
**JOCELYN J. ADDUNA**  
PGDH- PHRMDO

Date: November 11, 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	Supervising Administrative Officer (Administrative Officer IV)	PTO 13-13	22	63524	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<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; Interpersonal Skills (Advanced)</li> <li>&gt; Thinking Strategically and Creatively (Basic)</li> </ul>	PTO

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 November 26, 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:

**JOCELYN J. ADDUN**

PGDH-PHRMDO

2nd Floor Capitol Bldg, Catarman, N. Samar

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