

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:

ATTY. ROSA LEAH L. TEPACE-ESTUDILLO
PGDH-PHRMDO

Date: September 22, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Project Development Assistant	PP00 65	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession a) First Level Eligibility	> Exemplifying Integrity (Basic) > Delivering Service Excellence (Basic) > Solving Problems and Making Decisions (Basic) > Achievement Orientation (Basic) > Interpersonal Skills (Basic) > Attention to Detail (Basic)	PP00
2	Administrative Aide III (Driver I)	PGSO 10-17	3	13,944.00	Elementary School Graduate	None required	None required	Driver License (MC II, s. 96-Cat. II	> Exemplifying Integrity (Basic) > Delivering Service Excellence (Basic) > Solving Problems and Making Decisions (Basic) > Interpersonal Skills (Basic) > Attention to Detail (Basic)	PGSO

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, 2023 at www.csc.gov.ph;

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Additional Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

5. The PGNS opens this published vacant positions to all interested and qualified applicants regardless of gender, civil status, religion and ethnicity including Person With Disability. **QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

ATTY. ROSA LEAH L. TEPACE-ESTUDILLO
PGDH-PHRMDO

2nd Floor Prov'l Capitol Bldg. Brgy. Delaligt, Catarman, N. Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.