

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: March 4, 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 VI (Clerk III)	20	6	15,390.00	Completion of two-year studies in college or High School Graduate w/ relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility		Office of the Sangguniang Panlalawigan (Secretariat)
2	Administrative Aide I (Utility Worker I)	22-g	1	11,432.00	Must be able to read and write	None required	None required	None required		Office of the Sangguniang Panlalawigan (Secretariat)
3	Administrative Aide I (Utility Worker I)	22-h	1	11,432.00	Must be able to read and write	None required	None required	None required		Office of the Sangguniang Panlalawigan (Secretariat)
4	Administrative Aide I (Utility Worker I)	22-i	1	11,432.00	Must be able to read and write	None required	None required	None required		Office of the Sangguniang Panlalawigan (Secretariat)

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 20, 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;
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:

BERLINDO N. MORALLOS, JR.

PGDH-HRMO

Capitol Bldg., Borongan City, Eastern Samar

esamar.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.