

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: May 20, 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	Administrative Officer IV (Administrative Officer II)	2	15	30450	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ 2nd level eligibility		Albino M. Duran Memorial Hospital
2	Administrative Aide II (Messenger)	11-1	2	11662	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT. III)		Provincial Administrator's Office
3	Construction & Maintenance Capataz	46-a	5	13909	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT. III)		Provincial Engineering Office
4	Administrative Aide IV (Clerk II)	59-b	4	13117	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/ 1st level eligibility		Provincial Engineering Office

5	Construction & Maintenance Man	27-b	2	11662	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT. III)		Provincial Engineering Office
6	Accountant IV	32-c	22	63524	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Office of the Provincial Accountant

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 June 10, 2021.

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

Provincial Capitol, Borongan City, Eastern Samar

[esamar.hrmo@gmail.com](mailto:esamar.hrmo@gmail.com)

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