

**PROVINCIAL GOVERNMENT OF 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 PROVINCIAL GOVERNMENT OF EASTERN SAMAR in the CSC website:

  
BERLINDO N. MORALLOS, JR.

HRMO

Date: August 5, 2020

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 II (Messenger)	13	2	11,662.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat. III)		Human Resource Management Office
2	Administrative Aide III (Clerk I)	7-a	3	12,368.00	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional/1st Level Eligibility		Provincial Governor's Office

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 5 days prior to the start of the assessment process.

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:

BERLINDO N. MORALLOS, JR.

HRMO

Provincial Capitol, Borongan City, Eastern Samar

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