

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: October 13, 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	Provincial Government Department Head 1	1-b-1	26	106,155.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours* of supervisory/ management learning & development intervention undertaken within the last 5 years	5 years of supervisory/ management experience	Career Service Professional/ (2nd level eligibility)		Office of the Provincial Internal Audit Service
2	Internal Auditor III	1-b-3	18	41,497.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ (2nd level eligibility)		Office of the Provincial Internal Audit Service
3	Internal Auditor II	1-b-4	15	31,896.00	Bachelor's Degree relevant to the job	8 hours of relevant training	1 year of relevant experience	Career Service Professional/ (2nd level eligibility)		Office of the Provincial Internal Audit Service
4	Legal Assistant II	87	12	24,749.00	Bachelor's degree	None required	None required	Career Service Professional/ (2nd level eligibility)		Provincial Legal Office

5	Provincial Government Department Head (Provincial Treasurer)	28	26	106,155.00	Bachelor's degree preferably in Commerce, Public Administration or Law from a recognized college or university	None	5 years experience in treasury or accounting service	1st grade civil service eligible or its equivalent/ Local Treasurer Eligibility (LTE)		Provincial Treasurer'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 November 2, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.