

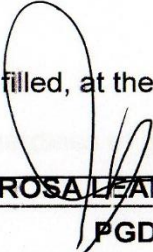
CS Form No. 9  
Revised 2018

Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

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. TEPAGE-ESTUDILLO**  
PGDH-PHRMDO

Date: October 11, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignme nt
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Records Officer II)	PGO 14-1	14	29,259.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	> Exemplifying Integrity (Intermediate) > Delivering Service Excellence (Intermediate) > Solving Problems and Making Decisions (Intermediate) > Achievement Orientation (Intermediate) > Professionalism (Intermediate) > Attention to Detail (Intermediate) > Interpersonal Skills (Intermediate)	PGO

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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 26, 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](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.
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/email their application to:

ATTY. ROSA LEAH L. TEFACE-ESTUDILLO

PGDH-PHRMDO

2nd Floor Capitol Bldg. Brgy. Dalakit, Catarman, N. Samar

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

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