


Republic of the Philippines
PROVINCIAL GOVERNMENT OF SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Samar in the CSC website:


JULIET T. DAYAP
OIC - HRMO

Date: February 19, 2019

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	Senior Administrative Assistant II (Computer Operator IV)	9	14	27,755.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Relevant MC 11 s. 1996 Career Service (SubProfessional) First level eligibility		Governors Office
2	Administrative Aide II (Reproduction Machine Operator I)	211	2	11,761.00	Elementary School Graduate	None Required	None Required	None Required		Provincial Budget Office
3	Provincial Social Welfare and Development Officer	746	26	107,444.00	Bachelor of Science in Social Work	None Required	5 years experience in the practice of Social Work	RA 1080 (Social Work)		Provincial Social Welfare & Development Office

[illegible]

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 **February 28, 2019.**

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:

THE HUMAN RESOURCE MANAGEMENT DIVISION

email address: juliet_dayap@yahoo.com

Provincial Administrator's Office

2nd Floor, Capitol, Catbalogan City, Samar 6700

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.