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

## 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:

Date:

February 21, 2019

No.		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Senior Administrative Assistant II (Computer Operator IV)	9	14	27,755	completion of two year studies in College or highschool with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Relevant MC 11 s. 1996 Data Encoder Career Service (Subprofessional) /First level eligibility	W deplication (	Governors Office
3	Local DRRM Officer II	767	15	30,531.00	Bachelors Degree	4 hours of relevant training on DRRM		Career Service Professional/ Second Level Eligibility		Provincial Disaster and Risk Reduction Office
4	Administrative Officer I (Records Officer)	874	10	19,233.00	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility		Provincial Veterinary 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 March 8, 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.

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