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:

March 3, 2020

			Salary/ Job/		Qualification Standards					
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
-1	Senior Administrative Assistant II (Computer Operator IV)	10	14	27,755.00	Completion of two years studies in college or Highschool graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service Subprofessional / first level eligibility		Governor's Office
2	Administrative Aide III (Driver I)	355	3	12,466.00	Elementary school graduate	none required	none required	Professional Driver's License		Provincial Treasurer's Office
3	Administrative Aide IV (Driver II)	680	4	13,214.00	Elementary school graduate	none required	none required	Professional Driver's License		Gandara District Hospital
4	Farm Worker I	861 864	2	11,761.00	Elementary school graduate		none required	None Required (MC 11, s. 1996, as amended by MC 10, s. 2013 Category III)		Provincial Fishery 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 20, 2020.

- 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. Certified Photocopy of certificate of eligibility/rating/license; and
- 4. Certified Photocopy of Transcript of Records from Registrar of school where graduated

QUALIFIED APPLICANTS are advised to send through email their application to:

juliet_dayap@yahoo.com

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