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 7, 2019

	Position Title (Parenthetical Title, if applicable)	Plantilla	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
-	Administrative Officer 1 (Records Officer I)	670 671	10	19,233.00	Bachelors degree relevant to the job	None Required	None Required	Career Service (Professional)/ second level eligibility		Gandara District Hospital

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 22, 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.