

Republic of the Philippines
PGO 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 SAMAR in the CSC website:

K. Sam
EVAN KHRISTINE R. SIAZON
HRMO

Date: March 7, 2023

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	Administrative Aide III (Laborer II)	39	3	14678	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996, as amended by MC 10, s.2013, Category III)		Governor's Office
2	Administrative Officer IV	147	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Vice-Governor's Office
3	Administrative Aide III (Laborer II)	253	3	14678	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996, as amended by MC 10, s.2013, Category III)		Provincial General Services Office

4	Provincial Government Assistant Department Head (Assistant Provincial Treasurer)	308	24	90078	Bachelor's degree preferably in Commerce, Public Administration, or Law	Completion of trainings, scholarships, and other capacity building interventions relevant to the duties and functions of the position undertaken within the last 5 years	5 years relevant experience in treasury or accounting service	Career Service (Professional) Second Level Eligibility		Provincial Treasurer's Office
5	Provincial Government Assistant Department Head (Assistant Provincial Assessor)	334	24	90078	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None Required	3 years relevant experience in real property assessment work	RA 1080 (Real State Service)		Provincial Assessor's Office
6	Cooperative Deveelopment Specialist II	977	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Prcvial Cooperative Development Office
7	Construction & Maintenance Foreman	1046	8	19744	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s. 1996, as amended by MC 10, s.2013, Category III)		Provincial Engineering Office
8	Construction & Maintenance Capataz	1048	5	16543	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996, as amended by MC 10, s.2013, Category III)		Provincial Engineering Office
9	Administrative Aide III (Laborer II)	1148	3	14678	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996, as amended by MC 10, s.2013, Category III)		Provincial Engineering Office
10	Community Development Assistant I	1210	7	18620	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Provincial Tourism 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 22, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

K Sam
EVAN KHRISTINE R. SIAZON

OIC-HRMO

PGO SAMAR, Capitol Catbalogan

hrmosamar@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.