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:

September 2, 2019

			Salary/		T					
	Position Title (Parenthetical	Plantilla	Job/	Monthly	Qualification Standards					
No.	Title, if applicable) Ite	Item No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Prison Guard III	42	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprof.) First level eligibility		Provincial Warden's Office
2	Administrative Aide III (Driver I)	89 90	3	12,466.00	Elementary school graduate	none required	none required	Drivers license		Provincial Warden's Office
3	Administrative Officer IV (Administrative Officer II)	239	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility		Provincial Accountant's Office
4	Administrative Assistant II (Bookkeeper I)	246	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprof.) First Level eligibility		Provincial Accountant's Office
5	Dental aide	525	4	13,214.00	High school graduate	none required	none required	None required (MC No. 11, s. 96, as amended by MC No. 10, s. 2013-Cat. III)		Samar Provincial Hospital
6	Tourism Operations Officer I	1105	11	20,754.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	none required	none required	Career Service (Professional) Second 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 SEPT. 18, 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 **Provincial Administrator's Office** 2nd Floor, Capitol, Catbalogan City, Samar 6700

email address: juliet_dayap@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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