

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. Zam
EVAN KHRISTINE R. SIAZON
HRMO IV

Date: 29-Nov-23

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)	252	3	14678	Must be able to read and write	None Required	None Required	None required (MC 10, s 201 Category III)		Provincial General Services Office
2	Provincial Government Department Head (Provincial Accountant)	283	26	116040	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	5 years of experience in the treasury or accounting service	RA 1080, as amended, (CPA)		Provincial Accountants Office
3	Tax Mapper IV	346	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional /Second Eligibility		Provincial Assessors Office
4	Nurse III	381	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended, (Nurse)		Provincial Health Office
5	Community Affairs Officer I	978	11	27000	Bachelor's degree	None Required	None Required	CS Professional /Second Eligibility		Provincial Cooperative Development Office
6	Draftsman II	1015	8	19744	Completion of two years studies in college or High School Graduate with relevant vocation/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman Eligibility MC 11, s 1996, as amended by MC 10, s 2013 (Category II)		Provincial Engineering Office
7	Construction and 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 and 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	Construction and Maintenance Man	1110	2	13819	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
10	Administrative Aide III (Laborer II)	1148	3	14678	Must be able to read and write	None Required	None Required	None Required (MC 10, s 2013 Category III)		Provincial Engineering Office
11	Mechanic III	1172	9	21211	High school Graduate/ Completion of relevant vocational/ Trade course	4 hours relevant training	1 year of relevant experience	Mechanic MC 11,s 1996,as amended by MC 10,s 2013 (Category II)		Provincial Engineering Office
12	Tourism Operations Officer II	1207	15	36619	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	1 year of work experience and involvement in the tourism industry either in the private sector or the government	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism Awareness and Capability Building Seminar for LGUS * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and; * Seminar on Gender and Development Orientation	Career Service (Professional/ Second Level)		Provincial Tourism Office
13	Tourism Operations Officer I	1209	11	27000	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None Required	None Required	Career Service (Professional/ Second Level)		Provincial Tourism Office
*****NOTHING FOLLOWS*****										

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 December 15, 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. Sazon
EVAN KHRISTINE R. SIAZON

HRMO IV

PGO SAMAR, Capitol Catbalogan

hrmosamar@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.