

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: 02-Apr-24

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	Local Legislative Staff Officer IV	173	19	51357	Bachelor's degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Panlalawigan
2	Senior Administrative Assistant V	309	18	46725	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	Relevant MC 11 s 1996 Career Service (Sub- professional)/First Level Eligibility		Provincial Treasurer's Office
3	Administrative Assistant II (Disbursing Officer II)	323	8	19744	Completion of two (2) year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/First Level Eligibility		Provincial Treasurer's Office
4	Local Treasury Operations Officer II	327	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Seco nd Level Eligibility		Provincial Treasurer's Office
5	Administrative Aide I (Utility Worker I)	452	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Samar Provincial Hospital
6	Farm Worker I	953	2	13819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Provincial Fishery Office
7	Construction and Maintenance Capataz	1080	5	16543	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Provincial Engineering Office

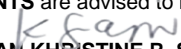
8	Administrative Aide I (Laborer I)	1155	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Provincial Engineering Office
9	Administrative Aide I (Laborer I)	1167	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Provincial Engineering Office
10	Administrative Aide III (Utility Worker II)	1230	3	14678	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat. III), as amended		Office of the Governor

\*\*\*\*\*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 April 18, 2024.

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](http://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:

  
EVAN KHRISTINE R. SIAZON  
HRMO IV  
PGO SAMAR, Capitol Catbalogan  
hrmosamar@gmail.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**