

Republic of the Philippines
PROVINCE OF GUIMARAS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Provincial Government of Guimaras in the CSC website:

Brenda R. Dajay
HRMO III
03/01/2019
Date

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	PGDH/Provincial Planning & Development Coordinator	105	26	91,327.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related	None required	5 Years experience in government planning or any related field	First Grade or its equivalent	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Planning and Development Office
2	PGDH/ Provincial Human Resource Management Officer	699	26	91,327.00	Bachelor's degree	32 hours of training on management / supervision	5 years of positions involving management/ supervision	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Human Resource Management & Development Office

3	Project Evaluation Officer II	112	15	25,951.00	Bachelor's degree in relevant to te job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Planning and Development Office
4	PGDH/ Provincial Engineer	393	26	91,327.00	Bachelor's degree in Engineering	None required	5 years experience in the practice of engineering	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Engineering Office
5	Supervising Agriculturist	340	22	55,521.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office for the Agricultural Services
6	Social Welfare Officer III	789	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Social Welfare and Development Office

7	PGDH/ Provincial Tourism Officer	732	26	91,327.00	Bachelor's degree	32 hours of training on management / supervision	5 years in positions involving management/ supervision	CS Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Tourism Office
8	PGDH/ Provincial Environment and Natural Resources Officer	374	26	91,327.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None required	5 years in environmental and natural resources, management, conservation and utilization	First Grade or its equivalent	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Guimaras Environment and Natural Resources Office
9	Local Revenue Collection Officer III	194	18	34,541.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Treasury Office
10	Accountant III	173	19	.	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Accounting Office

11	Clerk II	197	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Treasury Office
12	Clerk II	574	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
13	Utility Worker I	563	1	9,408.00	Must be able to read and write	None required	Competition of 1 year of Very Satisfactory actual performance	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	
14	Utility Worker I	232	1	9,408.00	Must be able to read and write	None required	Competition of 1 year of Very Satisfactory actual performance	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Health Office

15	Administrative Officer I	750	11	17,641.00	Bachelor's degree	None required	None required	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Buenavista Emergency Hospital)
16	Chief of Hospital I	272	24	70,895.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Nueva Valencia District Hospital)
17	Information Officer III	4	18	34,541.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office of the Governor
18	Chief of Hospital I	245	24	70,895.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Buenavista Emergency Hospital)

19	Nursing Attendant I	529	4	11,232.00	Elementary School Graduate	None required	Competition of 1 year of Very Satisfactory actual performance	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
20	Cook I	561	3	10,596.00	Elementary School Graduate	None required	None required	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
21	Clerk I	242	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Health Office
22	Agriculturist II	350, 351	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Office for Agricultural Services

23	Supervising Agriculturist	340	22	55,521.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Office for Agricultural Services
24	Senior Aquaculturist	347	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Office for Agricultural Services
25	PG Asst. DH/ Asst. Provincial Agriculturist	333	24	70,895.00	Bachelor's degree in Agriculture or any related course	24 hours of training on management / supervision	4 years acquired experience in agriculture or in related fields	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Office for Agricultural Services
26	PG Asst. DH/ Asst. Provincial Engineer	393	24	70,895.00	Bachelor's degree in Engineering relevant to the job	24 hours training	4 years in position involving management and supervision	RA 1080	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Engineering Office

27	Accounting Clerk I	748	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Nueva Valencia District Hospital)
28	Supply Officer I	747	10	10,596.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Nueva Valencia District Hospital)
29	Clerk I	199	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Treasury Office
30	Clerk II	169	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Budget Office

31	Computer Programmer II	687	15	25,951.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office of the Governor/ ICT Section
32	Bookkeeper I	557	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (1st Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
33	Local Revenue Collection Officer II	200	15	25,951.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Treasury Office
34	Budget Officer III	777	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Budget Office

35	Budget Officer II	778	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Budget Office
36	Social Welfare Officer I	805	11	17,641.00	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	PHO (Nueva Valencia District Hospital)
37	Clerk I	554	3	10,596.00	Completion of two years studies in college	None required	None required	CS Sub-Professional (1st level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
38	Human Resource Management Aide	99	4	11,232.00	Completion of two years studies in college	None required	None required	CS Sub-Professional (1st level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Human Resource Management & Development Office

38	Clerk III	26	6	12,620.00	Completion of two years studies in college	None required	None required	CS Sub-Professional (1st level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office of the Governor
40	Laundry Worker I	590	1	9,408.00	Must be able to read and write	None required	None required	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Doctor Catalino Gallego Nava Provincial Hospital
41	Planning Officer IV	108	22	55,521.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service Professional (2nd Level Eligibility)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Planning and Development Office
42	Communication Equipment Operator I	20	4	11,232.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	Competition of 1 year of Very Satisfactory actual performance	Appropriate License (MC II, s. 2013-CAT. II	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office of the Governor

43	Administrative Assistant	227	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Health Office
44	Utility Worker I	#####	1	9,408.00	Must be able to read and write	None required	Competition of 1 year of Very Satisfactory actual performance	None required	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial General Services Office
45	Storekeeper III	127	9	15,279.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial General Services Office
46	Buyer II	156	6	12,620.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial General Services Office

47	Carpenter General Foreman	138	10	16,348.00	High School Graduate or Completion of relevant vocational trade course	8 hours of relevant training	2 years of relevant experience	Carpenter (MC 11, s.-CAT. III)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial General Services Office
48	Clerk I	354	3.00	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Provincial Office for Agricultural Services
49	Electrician I	157	4	11,232.00	High School Graduate or Completion of relevant vocational trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96-CAT.I)	Must possess the five (5) Core Competencies: 1. Office Technology 2. Communication 3. Customer Service 4. Social Interaction 5. Personal Effectiveness	Office of the Governor

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 February 2018: *Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, revised 2018) which can be downloaded at www.csc.gov.ph*

* *Performance rating in the present position for one (1) year (if applicable)*

* *Photocopy of certificate of eligibility/rating/licence; and*

* *Photocopy of Transcript of Records.*

QUALIFIED APPLICANTS are advised to hand in or send through courier/E-mail their application to:

Brenda R. Dajay

HRMO III

Province of
Guimaras

5045 San Miguel,
Jordan, Guimaras

[phrmdo.guimaras](mailto:phrmdo.guimaras@yahoo.com)
[@yahoo.com](mailto:phrmdo.guimaras@yahoo.com)