

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*  
01/09/2019  
Date

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Ckerk III	26	6	12,189.00	Completion of two year 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
2	Bookkeeper I	557	8	13,968.00	Completion of two year studies in College	4 hours of relevant experience	1 year of relevant experience	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

3	Nurse I	523	11	17,152.00	Bachelor's degree in Nursing	None required	None required	RA 1080 (Nursing)	<p>Must possess the five (5) Core Competencies:</p> <ol style="list-style-type: none"> <li>Office Technology</li> <li>Communication</li> <li>Customer Service</li> <li>Social Interaction</li> <li>Personal Effectiveness</li> </ol>	Doctor Catalino Gallego Nava Provincial Hospital
4	Clerk III	317	6	12,189.00	Completion of two year studies in College	None required	None required	CS Sub-Professional 1st Level Eligibility)	<p>Must possess the five (5) Core Competencies:</p> <ol style="list-style-type: none"> <li>Office Technology</li> <li>Communication</li> <li>Customer Service</li> <li>Social Interaction</li> <li>Personal Effectiveness</li> </ol>	Provincial Social Welfare & Development Office
5	Local Revenue Collection Officer II	200	15	24,659.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS - Professional (2nd Level Eligibility)	<p>Must possess the five (5) Core Competencies:</p> <ol style="list-style-type: none"> <li>Office Technology</li> <li>Communication</li> <li>Customer Service</li> <li>Social Interaction</li> <li>Personal Effectiveness</li> </ol>	Provincial Treasury Office
6	Clerk II	197	4	10,773.00	Completion of two year studies in College	None required	None required	CS Sub-Professional 1st Level Eligibility)	<p>Must possess the five (5) Core Competencies:</p> <ol style="list-style-type: none"> <li>Office Technology</li> <li>Communication</li> <li>Customer Service</li> <li>Social Interaction</li> <li>Personal Effectiveness</li> </ol>	Provincial Treasury Office

7	Cash Clerk II	191	6	12,189.00	Completion of two year 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 Treasury Office
8	Planning Officer I	335	11	17,152.00	Bachelor's degree relevant to the job	None required	None required	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 Office for Agricultural Services
9	Human Resource Management Aide	99	4	10,773.00	Completion of two year 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
10	Human Resource Management Assistant	104	8	13,840.00	Completion of two year studies in College	4 hours of relevant experience	1 year of relevant experience	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

11	Project Evaluation Officer II	112	15	24,659.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	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
12	Medical Specialist III (PT)	667	24	31,152.00	Doctor of Medicine	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	Doctor Catalino Gallego Nava Provincial Hospital
13	Economic Researcher	476	9	14,852.00	Bachelor's degree relevant to the job	None required	None required	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 Economic Development 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 January 24, 2019

- \* 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](http://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@yahoo.com](mailto:phrmdo.guimaras@yahoo.com)