

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*  
03/07/2019  
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 Treasurer	185	26	91,327.00	Bachelor's degree preferably in Commerce, Public Administration major in Accounting	None required	5 years experience in treasury and accounting services	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 Treasury
2	LDRRM Assistant	#####	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	Provincial Disaster and Risk Reduction Management Section (PDRMS)

3	Records Officer I	742	10	16,348.00	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 (Nueva Valencia District Hospital)
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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 March 21, 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](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](mailto:phrmdo.guimaras@yahoo.com)

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

