



# **BULLETIN OF VACANT POSITIONS**

**(Pursuant to R.A. 7041)**

**February 28, 2018**

**Date of Release**

**Published by:**

**Civil Service Commission  
Leyte Field Office I  
Tacloban City**

# **Table of Contents**

## **A. NATIONAL GOVERNMENT AGENCIES**

- 1. Department of Labor and Employment ..... page 1
- 2. National Economic Development Authority ..... page 2
- 3. National Irrigation Administration ..... page 3

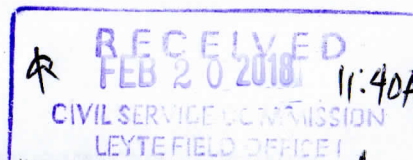
## **B. LOCAL GOVERNMENT UNITS**

- 1. LGU-Basey, Leyte ..... page 4
- 2. LGU-Palo, Leyte ..... page 5-6

**Date Released: February 28, 2018**

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**



This is to request the publication of the following vacant positions of Department of Labor and Employment in the CSC website:

**JOEL M. GONZALES**  
(Head of Agency)

Date: \_\_\_\_\_

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-238	19	₱42,099.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility	(see attached competency requirement)	within Reg

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 2, 2018**.

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 present position for one (1) year (if applicable);
3. Authenticated Certificate of eligibility/rating/license (authenticated by any of the following, whichever is applicable: CSC, PRC, Supreme Court); and
4. Transcript of Records (Certified true copy by the school)
5. Diploma (Certified true copy by the school)
6. Certificate of Admission to the Bar, if applicable (authenticated by the Supreme Court)
7. NBI Clearance
8. Relevant Training Certificates
9. Notarized Self-Certification of No Pending nor Previous Administrative, Criminal or Civil Case
10. Certificate of Employment from the last private or government service

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOEL M. GONZALES**

Regional Director

DOLE-RO8 Compound, Trece Martires St. 6500 Tacloban City

[doletacloban@yahoo.com](mailto:doletacloban@yahoo.com)

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



Republic of the Philippines  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY NEDA REGIONAL OFFICE VIII  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

The NEDA Regional Office VIII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). For persons with disabilities, this office shall provide auxilliary aids and services.

In line with this, may we request the publication of the following vacant position of NEDA Regional Office VIII in the CSC website:

  
**BONIFACIO G. UY**  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	ODGB-ADA-6-28-2004	6	PhP14,340.00	Completion of two (2) Years Studies in College	Four (4) hours of relevant trainings	One (1) year of relevant experience	Relevant MC 11, s. 1996 or Career Service (Sub-Professional); First Level Eligibility	<ul style="list-style-type: none"> <li>• Change and Innovation</li> <li>• Client Focus</li> <li>• Communication</li> <li>• Commitment to Public Service Influencing</li> <li>• Judgement and Decision Making</li> <li>• Leading and Developing People</li> <li>• Planning and Organizing</li> <li>• Results Orientation</li> <li>• Teamwork and Collaboration</li> </ul>	Finance and Administrative Division (FAD)

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 26, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

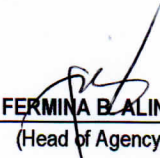
\_\_\_\_\_  
Atty. Bonifacio G. Uy  
Regional Director  
\_\_\_\_\_  
NRO VIII, Government Center, Palo, Leyte  
\_\_\_\_\_  
[nro8@neda.gov.ph](mailto:nro8@neda.gov.ph)  
\_\_\_\_\_

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

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION REGION 8  
Request for Publication of Vacant Positions  
(Monthly Positions)

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Irrigation Administration Region 8 in the CSC website:

  
FERMINA B. ALING  
(Head of Agency)

Date: February 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Division Manager A	9-71	24	P 879,588.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Division

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 10, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Fermina B. Aling  
Acting Regional Manager  
NIA Region 8, Marasbaras, Tacloban City  
hrmo.niaregion8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





Republic of the Philippines  
Province of Samar  
Municipality of Basey



Electronic copy to be submitted to the  
must be in MS Excel format

**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Basey, Samar in the CSC website:

**ATTY. IGMADIO JUNJI E. PONFERRADA**  
Municipal Mayor  
Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Agricultural Technologist	9-1994	10	202,152.00	Bachelor's degree relevant to the job.	None	None	RA 1080		Mun. Agriculture 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 \_\_\_\_\_.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

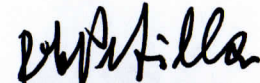
**ATTY. IGMADIO JUNJI E. PONFERRADA**  
Municipal Mayor  
Local Government Unit - Basey, Samar  
[scorpijak@yahoo.com.ph](mailto:scorpijak@yahoo.com.ph)

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

Republic of the Philippines  
Local Government Unit of Palo, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government Unit of Palo, Leyte in the CSC website:

  
REMEDIOS L. PETILLA  
(Head of Agency)



Date: 2/19/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide III (Clerk I)	011-B	SG-3	P9,110.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Office of the Mayor
2	Administrative Aide IV (Storekeeper I)	008	SG-4	P9,724.00	Elementary school graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the Mayor
	X-X-X-X-X-X								

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 15, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

\_\_\_\_\_  
REMEDIOS L. PETILLA  
\_\_\_\_\_  
Municipal Mayor  
\_\_\_\_\_  
LGU-Palo, Leyte  
\_\_\_\_\_  
[palolgu@gmail.com](mailto:palolgu@gmail.com)

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



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
Local Government Unit of Palo, Leyte  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government Unit of Palo, Leyte in the CSC website:

*RP Petilla*  
REMEDIOS L. PETILLA  
(Head of Agency)

Date: 2/19/2018



Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Local Disaster Risk Reduction & Management Officer I	011-C	SG-11	P15,696.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Municipal Disaster Risk Reduction & Management Office
Local Disaster Risk Reduction & Management Assistant	011-D	SG-8	P12,654.00	Completion of two years studies in college	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service Subprofessional/ First Level Eligibility		Municipal Disaster Risk Reduction & Management 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 March 15,

3.

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);
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3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

*RP Petilla*  
REMEDIOS L. PETILLA

Municipal Mayor

LGU-Palo, Leyte

[palolgu@gmail.com](mailto:palolgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.