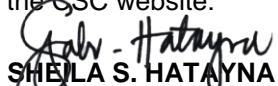


Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:


SHEILA S. HATAYNA
HRMO II

Date: April 25, 2024

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	ADMINISTRATIVE OFFICER II (Accountant I)	139	12	26,249.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Provincial Accounting & Internal Audit Services Office
2	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	146	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level eligibility		Provincial Accounting & Internal Audit Services Office
3	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	148	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level eligibility		Provincial Accounting & Internal Audit Services Office

4	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	149	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level eligibility	Provincial Accounting & Internal Audit Services Office
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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 **May 10, 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;
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.
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:

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,
Asuncion, Maasin City, Southern Leyte
6600

hrmoofficeso.leyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.