

**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*  
**SHEILA S. HATAYNA**  
HRMO II

Date: January 11, 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 AIDE V (Carpenter II)	114	5	14,889.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s. 96-Cat. I)		Provincial General Services Office
2	ADMINISTRATIVE AIDE III (Carpenter I)	115	3	13,210.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s. 96-Cat. I)		Provincial General Services Office
3	ADMINISTRATIVE AIDE III (Carpenter I)	117	3	13,210.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s. 96-Cat. I)		Provincial General Services Office
4	ADMINISTRATIVE AIDE VI (Electrician II)	112	6	15,798.00	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)		Provincial General Services Office

5	ADMINISTRATIVE OFFICER III (Records Officer II)	88	14	30,459.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level eligibility		Provincial General Services Office
6	ADMINISTRATIVE OFFICER III (Supply Officer II)	87	14	30,459.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level eligibility		Provincial General Services Office
7	ADMINISTRATIVE AIDE IV (Clerk II)	93	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial General Services 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 26, 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](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.
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

(E-mail Address)

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