

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Leyte in the CSC website:


RHODORA G. BONIFACIO
HRMO

Date: February 17, 2022

| 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 | Accountant IV | 17 | 22 | P68,415.00 | Bachelor's degree in Commerce / Business Administration major in Accounting | 16 hours relevant training | 3 years relevant experience | R.A. 1080 | | Provincial Treasurer's Office |
| 2 | Administrative Officer V (Management & Audit Analyst III) | 30 | 18 | P43,681.00 | Bachelor's degree relevant to the job | 8 hours relevant training | 2 years relevant experience | Career Service (Professional) 2nd Level Eligibility | | Provincial Governor's Office |
| 3 | Carpenter I | 105 | 3 | P13,572.00 | Elementary School Graduate | None required | None required | Carpenter (MC 10 s. 2013-Cat.II) | | Office of the Provincial Agriculturist (Organic) |
| 4 | Administrative Aide I (Utility Worker I) | 26 | 1 | P12,034.00 | Must be able to read and write | None required | None required | None required (MC10 s. 2013-Cat.III) | | Dr. Manuel B. Veloso Memorial Hospital, Palompon, Leyte |
| 5 | Administrative Officer II (Administrative Officer I) | 2 | 11 | P23,877.00 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) 2nd Level Eligibility | | Provincial Planning and 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 March 4, 2022.

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 last rating period (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:

RHODORA G. BONIFACIO
SAO/HRMO
Provincial Government of Leyte
Senator Enage St., Tacloban City
rhodorabonifacio@yahoo.com/lesliepaglinawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.