

Republic of the Philippines
PGO 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 PGO LEYTE in the CSC website:



MARILYN C. ROSEÑO
AO III/HRMO

Date: August 7, 2023

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 (Administrative Officer I)	21	11	25439	Bachelors degree	none required	none required	CS Prof (2nd level)		Sangguniang Panlalawigan
2	Administrative Officer V (Administrative Officer III)	22	18	45203	Bachelors degree	6 hrs of relevant training	2 yrs of relevant experience	CS Prof (2nd level)		Sangguniang Panlalawigan
3	Board Secretary III	23	20	55799	Bachelors degree	8 hrs of relevant training	2 yrs of relevant experience	CS Prof (2nd level)		Sangguniang Panlalawigan

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 August 22, 2023.

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.
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).

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

MARILYN C. ROSEÑO

AO III/HRMO

Sangguniang Panlalawigan, Province of Leyte

Senator Enage St., Tacloban City

marie21april@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.