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(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: September 16, 2021

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	Local Treasury Operations Officer II	10	15	P33,575.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Treasurer's Office
2	Administrative Officer IV (HRMO II)	7A	15	P33,575.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Health Office
3	Sanitation Inspector V	4	15	P33,575.00	Completion of relevant 2 years studies in college	16 hours relevant training	3 years relevant experience	Career Service (Sub-Professional) 1st Level Eligibility		Provincial Health Office
4	Administrative Officer I (Supply Officer I)	37	10	P21,205.00	Bachelor's degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Provincial Governor's Office
5	Administrative Aide IV (Driver II)	17	4	P14,400.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC10, s. 2013-Cat. IV)		Northwestern Leyte District Hospital, Calubian, Leyte
6	Farm Worker I	35	2	P12,790.00	Elementary School Graduate	None required	None required	None required (MC10, s. 2013-Cat. III)		Office of the Provincial Agriculturist (Devolved)
7	Farm Worker I	57	2	P12,790.00	Elementary School Graduate	None required	None required	None required (MC10, s. 2013-Cat. III)		Office of the Provincial Agriculturist (Devolved)
8	Carpenter Foreman	69	8	P18,251.00	High School Graduate or completion of relevant Vocational/Trade Course	4 hours relevant training	1 year relevant experience	Carpenter (MC 10 s. 2013-Cat.II)		Provincial Treasurer's Office

9	Laboratory Technician II	54	8	P18,251.00	Completion of two years Studies in College	4 hours relevant training	1 year relevant experience	Laboratory Technician (MC 10, s.2013 - Cat.II)	Provincial Engineer's Office
10	Mechanic II	89	6	P16,200.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 10 s. 2013-Cat.II)	Provincial Engineer's Office
11	Medical Laboratory Technician II	14	8	P18,251.00	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	1 year relevant experience	R.A. 1080 (Medical Laboratory Technician)	Provincial Health Office
12	Agricultural Technician II	34	8	P18,251.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-Professional 1st Level Eligibility	Office of the Provincial Agriculturist (Devolved)
13	Administrative Aide I (Utility Worker I)	14	1	P12,034.00	Must be able to read and write	None required	None required	None required (MC10 s. 2013-Cat.III)	Hilongos District Hospital
14	Administrative Officer III (Cashier II)	5	14	P30,799.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility	Ormoc District Hospital

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 September 30, 2021.

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 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

[pgohr123@gmail.com](mailto:pgohr123@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.