


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: November 3, 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	Attorney III	4	21	P62,449.00	Bachelor of Laws	4 hours relevant training	1 year relevant experience	R.A. 1080 (Bar)		Provincial Treasurer's Office
2	Administrative Officer III (Records Officer II)	24	14	P32,321.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Treasurer's Office
3	Engineer II	56	16	P38,150.00	Bachelor's degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	R.A 1080		Provincial Engineer's Office
4	Administrative Aide I (Utility Worker I)	16	1	P12,517.00	Must be able to read and write	None required	None required	None required (MC10 s. 2013-Cat.III)		Carigara District Hospital
5	Mechanic II	24	6	P16,877.00	High School Graduate or completion of relevant Vocational/Trade Course	None required	None required	Mechanic (MC 10 s. 2013-Cat.II)		Ormoc District Hospital
6	Draftsman I	38	6	P16,877.00	Completion of relevant two years studies in college or High School Graduate with relevant vocational/trade Course	None required	None required	Draftsman (MC 10 s. 2013-Cat.II)		Provincial Assessor's 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 November 18, 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](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.
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:

**RHODORA G. BONIFACIO**  
SAO/HRMO  
Provincial Government of Leyte  
West Bypass Road, Palo, Leyte  
[rhodorabonifacio@yahoo.com](mailto:rhodorabonifacio@yahoo.com)/[lesliepaglinawan@gmail.com](mailto:lesliepaglinawan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.