

Republic of the Philippines
PROVINCE OF LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions which are authorized to be filled at the Office of the Sangguniang Panlalawigan-Leyte



MARILYN C. ROSEÑO

Administrative Officer III/HRMO

Date: DEC 21 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Board Secretary III	23	SG-20	51,155.00	Bachelors degree	8 hrs relevant training	2 yr of relevant experience	CS Prof (2nd level)		SP-Leyte
2	XXXXXXXXXXXXXXXXXXXX									
3										

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 _____.

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:

ATTY. CARLO P. LORETO
Vice-Governor
Legislative Bldg., Capitol Grounds
Tacloban City, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.