

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:


SHEILA S. HATAYNA
HRMO II

Date: July 22, 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	SUPERVISING ADMINISTRATIVE OFFICER (Local Treasury Operations Officer IV)	164	22	61,574.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional), Second level Eligibility		Provincial Treasurer Office
2	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	170	8	16,426.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First level Eligibility		Provincial Treasurer Office
3	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	171	8	16,426.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First level Eligibility		Provincial Treasurer Office

4	ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II)	176	7	15,461.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level Eligibility	Provincial Treasurer Office
5	ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II)	178	7	15,461.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level Eligibility	Provincial Treasurer Office
6	ADMINISTRATIVE AIDE V (Revenue Collection Clerk I)	180	5	13,748.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level Eligibility	Provincial Treasurer 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 **August 6, 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 present position for one (1) year (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), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,
Asuncion, Maasin City, Southern Leyte
6600

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

