

**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*  
**SHEILA S. HATAYNA**  
HRMO II

Date: September 14, 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	PROVINCIAL GOVERNMENT ASSISTANT DEPARTMENT HEAD	395	24	76,567.00	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional I (Second level eligibility)		PEO-Equipment Services

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 29, 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 present position for one (1) year (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:

**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.**