

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 15, 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	UTILITY WORKER II	766	3	12,215.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III, as amended)		Office of Sangguniang Panlalawigan
2	MESSENGER	767	2	11,511.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III, as amended)		Office of Sangguniang Panlalawigan
3	ADMINISTRATIVE ASSISTANT I (Book Binder III)	768	7	15,461.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III, as amended)		Office of Sangguniang Panlalawigan

4	DRIVER II	769	4	12,960.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.IV, as amended)	Office of Sangguniang Panlalawigan
5	REPRODUCTION MACHINE OPERATOR II	770	4	12,960.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III, as amended)	Office of Sangguniang Panlalawigan
6	MEDICAL OFFICER V	558	22	68,415.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Anahawan District Hospital
7	MEDICAL OFFICER IV	559,560,561,562,563	20	54,251.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Anahawan 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;
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.