

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: OCT 01, 2018

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II (CLERK IV)	5	8/1	14,654.00	Completion of two (2) years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service (Subprofessional) First Level Eligibility		Provincial Governor'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 _____.

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.

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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					Education	Training	Experience		
1	Chief of Hospital II	640	25/1	82,439.00	Master's Degree	120 hours of managerial training	Five (5) years of supervisory experience	Appropriate eligibility for secondary level positions, Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	Sogod District Hospital

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1	MEDICAL TECHNOLOGIST II	610	15/1	29,010.00	Bachelors degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant Training	1 year of relevant Experience	RA 1080	Pintuyan District Hospital

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Medical Technologist II	610	15/1	29,010.00	Bachelors degree in Medical Technologist or Bachelor of Science in Public Health	4 hours of relevant Training	1 year of relevant Experience	RA 1080		Pintuyan District Hospital	
2	NURSE I	621	10/1	18,718.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Pintuyan District Hospital	
3	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	635	3/1	11,914.00	Must be able to read and write	None Required	None Required	None Required		Pintuyan District Hospital	

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1	ADMINISTRATIVE OFFICER I (Records Officer I)	157	10/1	16,846.00	Bachelors Degree	None required	None required	Career Service Professional	Provincial Treasurer's Office

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