

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:


SHELA S. HATAYNA
HRMO II

Date: _____

N o.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE ASSISTANT II (CLERK IV)	4	8/1	14,654.00	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service Subprofessional	Provincial Governor's Office
2	ADMINISTRATIVE AIDE VI (CLERK III)	6, 7	6/1	12,906.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Governor's Office
3	ADMINISTRATIVE AIDE IV (CLERK II)	8	4/1	11,407.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Governor's Office

4 DRIVER II	9	4/1	11,407.00	Elementary school Graduate	None Required	None Required	Valid Professional Driver's License	Provincial Governor's Office
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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.