

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:

Sol. Hologano
SHEILA S. HATAYNA
HRMO II

Date: 11/12/18

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	Competency (if applicable)		
1	AQUACULTURIST II	283	15/1	26,109.00	Bachelor's degree relevant to the job	4 hours of relevant Training	1 year of relevant Experience	Career Service Professional		Provincial Environment & Natural Resources Management Office	
2	ENVIRONMENTAL MANAGEMENT SPECIALIST I	284,285	11/1	18,161.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional		Provincial Environment & Natural Resources Management Office	
3	AQUACULTURAL TECHNOLOGIST	287	10/1	16,846.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional		Provincial Environment & Natural Resources Management Office	

4	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	288	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 Environment & Natural Resources Management Office
5	ADMINISTRATIVE ASSISTANT I (Community Development Asst. I)	292	7/1	13,729.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Environment & Natural Resources Management Office
6	ADMINISTRATIVE AIDE III (Clerk I)	293	3/1	10,723.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Environment & Natural Resources Management 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.

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HRMO II
Date: 11/12/18

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					Education	Training	Experience	Eligibility	
1	PROVINCIAL GOVT. ASST. DEPT. HEAD (Asst. Prov'l. Treasurer)	152	24/1	65,969.00	Bachelor's degree	24 hours of training on management/ supervision	4 years in positions involving management /supervision	Career Service Professional	Provincial Treasurer's Office
2	ADMINISTRATIVE OFFICER IV (Local Treasury Operation Officer II)	154	15/1	26,109.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service Professional	Provincial Treasurer's Office
3	ADMINISTRATIVE OFFICER IV (Local Revenue Collection Officer II)	155	15/1	26,109.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service Professional	Provincial Treasurer's Office
4	ADMINISTRATIVE OFFICER I (Records Officer I)	157	10/1	16,846.00	Bachelor's degree	None Required	None Required	Career Service Professional	Provincial Treasurer's Office

ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II)	163	7/1	13,729.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Treasurer's Office
ADMINISTRATIVE AIDE V (Revenue Collection Clerk I)	169	5/1	12,133.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional	Provincial Treasurer's Office

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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: 11/21/18

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	
1	VETERINARIAN II	265	16/1	28,589.00	Doctor of Veterinary Medicine	4 hours of relevant Training	1 year of relevant Experience	RA 1080	Provincial Veterinary Office
2	VETERINARIAN I	266	13/1	21,802.00	Doctor of Veterinary Medicine	None required	None required	RA 1080	Provincial Veterinary Office

3	AGRICULTURAL TECHNOLOGIST	267	10/1	16,846.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Provincial Veterinary Office
4	AGRICULTURAL CENTER CHIEF I	268	18/1	34,277.00	Bachelor's degree relevant to the job	8 hours of relevant Training	2 years of relevant Experience	Career Service Professional	Provincial Veterinary Office
5	ADMINISTRATIVE OFFICER I	269	11/1	18,161.00	Bachelor's degree	None required	None required	Career Service Professional	Provincial Veterinary Office
6	FARM SUPERVISOR	270	8/1	14,654.00	High School Graduate	4 hours of relevant Training	1 year of relevant Experience	None required	Provincial Veterinary Office
7	LIVESTOCK INSPECTOR I	271	6/1	12,906.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional	Provincial Veterinary Office

8	ANIMAL KEEPER I	272,273	4/1	11,407.00	Must be able to read and write	None required	None required	None required	None required	None required	None required	Provincial Veterinary Office
9	FARM WORKER II	274	4/1	11,407.00	Elementary school graduate	None required	None required	None required	None required	None required	None required	Provincial Veterinary Office
10	FARM WORKER I	275,279	2/1	10,080.00	Elementary school graduate	None required	None required	None required	None required	None required	None required	Provincial Veterinary Office

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