

Republic of the Philippines
PROVINCE OF LEYTE
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC SANGGUNIANG PANLALAWIGAN - LEYTE

MARILYN C. ROSEÑO
Administrative Officer II

Date: _____

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Eligibility	Competency (if applicable)	Plac Assign
				Education	Training	Experience			
Administrative Aide 1		SG-1	477,72/day	At least high school graduate	Not necessary	Not necessary	Not necessary		SP- L
Administrative Officer V		SG-18	457,020.00	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	CS Prof (2nd level eligibility)		SP- L
Administrative Assistant III		SG-9	209,676.00	Completion of 2 yrs studies in college	4 hrs of relevant training	1 yr of relevant experience	CS SubProf (1st level eligibility)		SP- L
Secretary to the Sanggunian xxxxxxxxxxxxxx		SG-26	1,105,296.00	Bachelor's degree	none required	none required	1st grade or its equivalent		SP- L

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:

ATTY. CARLO P. LORETO
Vice-Governor
Legislative Bldg., Capitol Grounds
Tacloban City, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

RECEIVED
DEC 07 2018 10:14 AM
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II