



CSC Southern Leyte Field Office

**BULLETIN OF
VACANT POSITIONS
IN THE GOVERNMENT**

December 15, 2017
Date of Release

Mailing Address: Capitol Site, Asuncion, 6600 Maasin City
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BULLETIN OF VACANT POSITIONS
CSC Southern Leyte Field Office (Region VIII)
 Date of Release: **December 15, 2017**



INSTRUCTION: Please forward your application documents directly to the agency where the vacancy is indicated.

AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Libagon, Southern Leyte	15 Administrative Aide I	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Resident of Libagon, Southern Leyte and of good moral character	STATUS: Casual ITEM NO.: to be assigned at different departments of LGU SALARY GRADE: 1 SALARY: P301.59/day	OLIVER E. RANQUE Municipal Mayor 6615 Libagon, Southern Leyte - AGUSTINA L. SOLSONA HRMA - tinasolsona@gmail.com
LGU - Libagon, Southern Leyte	6 Day Care Worker I	EDUCATION: High School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required (MC 11, s. 96 - Cat. III, as amended) OTHER REQUIREMENTS: Resident of Libagon, Southern Leyte and of good moral character	STATUS: Job Order ITEM NO.: Municipal Health and Social Services Office SALARY GRADE: 6 SALARY: not indicated	OLIVER E. RANQUE Municipal Mayor 6615 Libagon, Southern Leyte - AGUSTINA L. SOLSONA HRMA - tinasolsona@gmail.com
Provincial Governmen t of Southern Leyte	1 Administrative Officer II (Accountant I)	EDUCATION: Bachelor's degree in Commerce/Business Administration major in Accounting EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA 1080 (CPA) OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 127 SALARY GRADE: 12 SALARY: not indicated	DAMIAN G. MERCADO Governor Capitol Site, Maasin City 570-9016/570-9018 SHEILA S. HATAYNA HRMO II 381-2389 humanresource.soleyte@gmail.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
Provincial Government of Southern Leyte	1 Administrative Officer IV (Administrative Officer II)	EDUCATION: Bachelor's degree EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours of relevant training ELIGIBILITY: Career Service (Professional), Second Level Eligibility OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 583 SALARY GRADE: 15 SALARY: not indicated	DAMIAN G. MERCADO Governor Capitol Site, Maasin City 570-9016/570-9018 SHEILA S. HATAYNA HRMO II 381-2389 humanresource.soleyte@gmail.com
LGU - Padre Burgos, Southern Leyte	19 Administrative Aide I	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Filipino Citizen, resident of Padre Burgos, Southern Leyte and of good moral character	STATUS: Casual ITEM NO.: to be assigned at different departments of LGU SALARY GRADE: 1 SALARY: P6,551.25/month	HERMENEGILDO C. CULPA Municipal Mayor 6602 Padre Burgos, Southern Leyte 573-0114; 573-0139 (Telefax) FLORDELYN E. ACLAO HRMO I 09178825934 mayorsoffice2012@gmail.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Padre Burgos, Southern Leyte	2 Midwife I	EDUCATION: Completion of Midwifery Course EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA 1080 (Midwife) OTHER REQUIREMENTS: Filipino Citizen, resident of Padre Burgos, Southern Leyte and of good moral character	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 6 SALARY: P6,551.25/month	HERMENEGILDO C. CULPA Municipal Mayor 6602 Padre Burgos, Southern Leyte 573-0114; 573-0139 (Telefax) FLORDELYN E. ACLAO HRMO I 09178825934 mayorsoffice2012@gmail.com
LGU - Malitbog, Southern Leyte	1 Municipal Govt Dept Head (Municipal Social Welfare and Development Officer I)	EDUCATION: Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course EXPERIENCE: 3 years experience in the practice of social work TRAINING: None ELIGIBILITY: RA 1080 (Social Worker) OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 126 SALARY GRADE: 24 SALARY: P579,744.00 /annum	ALAN L. GO Municipal Mayor 6603 Malitbog, Southern Leyte - ENGR. CAMELO D. AROY MPDC/HRMO-Designate 09173288940 cameloaroy@yahoo.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Malitbog, Southern Leyte	22 Administrative Aide I (Laborer I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P340.27 / day	ALAN L. GO Municipal Mayor 6603 Malitbog, Southern Leyte - ENGR. CAMELO D. AROY MPDC/HRMO-Designate 09173288940 cameloaroy@yahoo.com
LGU - Inopacan, Leyte	1 Supervising Administrative Officer (Management and Audit Analyst IV)	EDUCATION: Bachelor's degree relevant to the job EXPERIENCE: 3 years of relevant experience TRAINING: 16 hours of relevant training ELIGIBILITY: Career Service (Professional), Second Level Eligibility OTHER REQUIREMENTS: of good moral character, computer literate	STATUS: Permanent ITEM NO.: 6.1 SALARY GRADE: 22 SALARY: P427,032.00 / annum	SILVESTRE T. LUMARDA Municipal Mayor 6522 Inopacan, Leyte 565-0200 (Telefax) / contact@inopacan.gov.ph RICARDO ERIC S. PROJO HRMO IV 565-0311 cire214@ymail.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Bato, Leyte	1 Municipal Govt Dept Head (Municipal Agriculturist I)	EDUCATION: Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	STATUS: Permanent ITEM NO.: 86 (Agriculture's Office) SALARY GRADE: 24	BRYAN NILE A. GERTOS Municipal Mayor 6525 Bato, Leyte 336-3647 (Telefax)
		EXPERIENCE: 3 years acquired experience in agriculture or in a related field TRAINING: None ELIGIBILITY: Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form) OTHER REQUIREMENTS: Filipino Citizen and a resident of Bato, Leyte	SALARY: P2,196.00 / day	MARIA VITA A. FABULAR HRMO III 09066124759 mariavitaafabular@yahoo.com
LGU - Bato, Leyte	1 Agriculturist I	EDUCATION: Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	STATUS: Permanent ITEM NO.: 88 (Agriculture's Office) SALARY GRADE: 11	BRYAN NILE A. GERTOS Municipal Mayor 6525 Bato, Leyte 336-3647 (Telefax)
		EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form) OTHER REQUIREMENTS: Filipino Citizen and a resident of Bato, Leyte	SALARY: P668.86/ day	MARIA VITA A. FABULAR HRMO III 09066124759 mariavitaafabular@yahoo.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Bato, Leyte	1 Administrative Aide IV (Electrician I)	<p>EDUCATION: High School Graduate or Completion of relevant vocational/trade course</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Electrician (Building Wiring) (-250 volts) (MC 11, s. 96 - Cat. II, as amended)</p> <p>OTHER REQUIREMENTS: Filipino Citizen and a resident of Bato, Leyte</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 35A (Engineering's Office)</p> <p>SALARY GRADE: 4</p> <p>SALARY: P414.36 / day</p>	<p>BRYAN NILE A. GERTOS Municipal Mayor 6525 Bato, Leyte 336-3647 (Telefax)</p> <p>MARIA VITA A. FABULAR HRMO III 09066124759 mariavitaafabular@yahoo.com</p>
DepEd - Southern Leyte Division	21 Administrative Assistant III (Senior Bookkeeper)	<p>EDUCATION: Completion of two years in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours of relevant training</p> <p>ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540190-2017; 540191-2017; 540192-2017; 540193-2017; 540194-2017; 540195-2017; 540196-2017; 540197-2017; 540198-2017; 540199-2017; 540200-2017; 540201-2017; 540202-2017; 540203-2017; 540204-2017; 540205-2017; 540206-2017; 540207-2017; 540208-2017; 540209-2017; 540189-2017</p> <p>SALARY GRADE: 9</p> <p>SALARY: P203,832.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
DepEd - Southern Leyte Division	21 Administrative Assistant II (Disbursing Officer II)	<p>EDUCATION: Completion of two years in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours of relevant training</p> <p>ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540193-2017; 540194-2017; 540195-2017; 540196-2017; 540197-2017; 540198-2017; 540199-2017; 540200-2017; 540201-2017; 540202-2017; 540203-2017; 540204-2017; 540205-2017; 540206-2017; 540207-2017; 540208-2017; 540209-2017; 540210-2017; 540211-2017; 540212-2017; 540192-2017</p> <p>SALARY GRADE: 8</p> <p>SALARY: P189,816.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>
DepEd - Southern Leyte Division	3 Administrative Assistant III (Senior Bookkeeper)	<p>EDUCATION: Completion of two years in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours of relevant training</p> <p>ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540187-2017; 540188-2017; 540186-2017</p> <p>SALARY GRADE: 9</p> <p>SALARY: P203,832.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>



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DepEd - Southern Leyte Division	3 Administrative Assistant II (Disbursing Officer II)	<p>EDUCATION: Completion of two years in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours of relevant training</p> <p>ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540190-2017; 540189-2017; 540191-2017</p> <p>SALARY GRADE: 8</p> <p>SALARY: P189,816.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>
DepEd - Southern Leyte Division	1 Principal II (Elementary Schools)	<p>EDUCATION: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management</p> <p>EXPERIENCE: 1 year as Principal</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540317-2010</p> <p>SALARY GRADE: 20</p> <p>SALARY: P519,000.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
DepEd - Southern Leyte Division	1 Teacher II (Secondary Grades)	<p>EDUCATION: Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: PBET, Teacher</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 540427-2011</p> <p>SALARY GRADE: 12</p> <p>SALARY: P256,644.00 / annum</p>	<p>GENIS S. MURALLOS, CESO V Schools Division Superintendent Mantahan, 6600 Maasin City 381-3835 (Telefax)</p> <p>MARIA FELMAR G. OLOR Administrative Officer IV 0926-856-7570/ 570-8933 mariafelmar_olor@yahoo.com</p>
LGU - Hindang, Leyte	1 Administrative Aide III	<p>EDUCATION: Completion of two years studies in college or High School graduate with relevant vocational/trade course</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility</p> <p>OTHER REQUIREMENTS: Must be a resident of Hindang, Leyte</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 71</p> <p>SALARY GRADE: 1</p> <p>SALARY: P7,618.00/ month</p>	<p>BETTY A. CABAL Municipal Mayor 6523 Hindang, Leyte hindang_mayorsoffice@yahoo.com</p> <p>WENCESLINA M. BUENAFE Admin Officer II 09755169393 b_wenceslina@yahoo.com</p>

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Hindang, Leyte	4 Administrative Aide I	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Must be a resident of Hindang, Leyte	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P6,986.98/month	BETTY A. CABAL Municipal Mayor 6523 Hindang, Leyte hindang_mayorsoffice@yahoo.com WENCESLINA M. BUENAFE Admin Officer II 09755169393 b_wenceslina@yahoo.com
LGU - Liloan, Southern Leyte	1 Administrative Aide III (Clerk I)	EDUCATION: Completion of two years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 3 SALARY: P323.00 / day	TEOFILO L. CHONG Municipal Mayor 6612 Liloan, Southern Leyte liloan_southernleyte@yahoo.com ANNE MARIE C. SERDAN Mun. Govt. Dept. Head 09161883782 annemarie_crave@yahoo.com
LGU - Liloan, Southern Leyte	1 Midwife I	EDUCATION: Completion of Midwifery Course EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA 1080 (Midwife) OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 6 SALARY: P323.00 / day	TEOFILO L. CHONG Municipal Mayor 6612 Liloan, Southern Leyte liloan_southernleyte@yahoo.com ANNE MARIE C. SERDAN Mun. Govt. Dept. Head 09161883782 annemarie_crave@yahoo.com

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LGU - Liloan, Southern Leyte	1 Administrative Aide I (Laborer I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P323.00 / day	TEOFILO L. CHONG Municipal Mayor 6612 Liloan, Southern Leyte liloan_southernleyte@yahoo.com ANNE MARIE C. SERDAN Mun. Govt. Dept. Head 09161883782 annemarie_crave@yahoo.com
LGU - San Juan, Southern Leyte	17 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P301.59 / day	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com
LGU - San Juan, Southern Leyte	1 Administrative Aide III (Driver I)	EDUCATION: Elementary School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Driver's License (MC 11, s. 96 - Cat. IV, as amended) OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 3 SALARY: P346.27 / day	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - San Juan, Southern Leyte	1 Electrical Helper	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 2 SALARY: P323.23 / day	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com
LGU - San Juan, Southern Leyte	1 Computer Maintenance Technologist III	EDUCATION: Bachelor's degree relevant to the job EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours of relevant training ELIGIBILITY: Career Service (Professional), Second Level Eligibility OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 17 SALARY: P981.00 / day	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com

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LGU - San Juan, Southern Leyte	1 Administrative Aide III (Plumber I)	EDUCATION: Elementary School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Pipefitter or Plumber (MC 11, s. 96 - Cat. II, as amended) OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 9 (Mayor's Office) SALARY GRADE: 3 SALARY: P7,618.00/month	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com
LGU - San Juan, Southern Leyte	1 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required (MC 11, s. 96 - Cat. III, as amended) OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 10b (Mayor's Office) SALARY GRADE: 1 SALARY: P6,635.00/month	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com
LGU - San Juan, Southern Leyte	1 Administrative Aide IV (Electrician I)	EDUCATION: High School Graduate or Completion of relevant vocational/trade course EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Electrician (Building Wiring) (-250 volts) (MC 11, s. 96 - Cat. II, as amended) OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 11 (Mayor's Office) SALARY GRADE: 4 SALARY: P8,161.00/month	VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - San Juan, Southern Leyte	1 Draftsman I	<p>EDUCATION: Completion of two years in college or High School Graduate with relevant vocational/trade course</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Career Service (Subprofessional), Draftsman or Illustrator (MC 11, s. 96 - Cat. II, as amended) First Level Eligibility</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 23 (Office of the MPDC)</p> <p>SALARY GRADE: 6</p> <p>SALARY: P9,365.00 / month</p>	<p>VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph</p> <p>SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com</p>
LGU - San Juan, Southern Leyte	1 Agricultural Technologist	<p>EDUCATION: Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)</p> <p>OTHER REQUIREMENTS: None</p>	<p>STATUS: Permanent</p> <p>ITEM NO.: 48 (Office of the Municipal Agriculturist)</p> <p>SALARY GRADE: 10</p> <p>SALARY: P12,411.00 /month</p>	<p>VIRGILIO A. MORTERA Municipal Mayor Sta. Cruz, San Juan 6611, Southern Leyte municipalityofsanjuan_hr@yahoo.com.ph</p> <p>SHEILA M. BUCTOT HRMO I - shelai_medilo@yahoo.com</p>

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LGU - Matalom, Leyte	2 Nurse I	EDUCATION: Bachelor of Science in Nursing EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA 1080 (Nurse) OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: Matalom Community Hospital SALARY GRADE: 11 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo. com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.co m
LGU - Matalom, Leyte	6 Administrative Aide III (Clerk I)	EDUCATION: Completion of two years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: LGU Offices of Matalom, Leyte SALARY GRADE: 3 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo. com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.co m

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Matalom, Leyte	10 Administrative Aide I	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: Different Offices of LGU SALARY GRADE: 1 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo.com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.com
LGU - Matalom, Leyte	4 Nursing Attendant I	EDUCATION: Elementary School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: Matalom Community Hospital SALARY GRADE: 4 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo.com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Matalom, Leyte	3 Administrative Aide III (Driver I)	EDUCATION: Elementary School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Driver's License (MC 11, s. 96 - Cat. IV, as amended) OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: LGU & MCH SALARY GRADE: 3 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo.com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.com
LGU - Matalom, Leyte	2 Administrative Aide I (Laborer I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Resident of Matalom, Leyte, Filipino resident and of good moral standing	STATUS: Casual ITEM NO.: LGU SALARY GRADE: 1 SALARY: P340.00 / day	RODRIGO N. PAJULIO Municipal Mayor 6526 Matalom, Leyte 569 9077 /09174719334 / mechagodwin@yahoo.com CARIDAD V. SALADO HRMA II 09054143578 carriesalado@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
Maasin Water District	2 Clerk-Processor D	EDUCATION: Completion of two years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: 0 SALARY GRADE: 3 SALARY: P541.54 / day	NESTOR M. GERALDO General Manager Nasaug, Maasin City 381-3841 (Telefax) /maasinwd@yahoo.com JOSEPHINE S. RESUS Div Mgr C/HRMO-Designate 570-9708 maasinwd@yahoo.com
Maasin Water District	9 Utility Worker A	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: 0 SALARY GRADE: 3 SALARY: P541.54 / day	NESTOR M. GERALDO General Manager Nasaug, Maasin City 381-3841 (Telefax) /maasinwd@yahoo.com JOSEPHINE S. RESUS Div Mgr C/HRMO-Designate 570-9708 maasinwd@yahoo.com
LGU - San Ricardo, Southern Leyte	15 Administrative Aide I (Laborer I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: 0 SALARY GRADE: 1 SALARY: P6,986.98/month	ROY YAP SALINAS Municipal Mayor 6617 San Ricardo, Southern Leyte - LIZA MAY A. MALASAGA HRMO-Designate 09173288940 lizamaymalasaga@yahoo.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
Southern Leyte State University - Sogod Main Campus	1 Administrative Aide III (Clerk I)	EDUCATION: Completion of two years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: Office of the VP for RDE SALARY GRADE: 3 SALARY: P517.59 / day; P2,000.00 / allowance per month	PROSE IVY G. YEPES, Ed.D. University President Concepcion St., 6606 Sogod, Southern Leyte 382-3197; 382-3294 (Telefax) CORAZON G. TORREFRANCA HRMO III - corytorre@yahoo.com
Southern Leyte State University - Sogod Main Campus	1 Architect I	EDUCATION: Bachelor's Degree in Architecture EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA1080 (Architect) OTHER REQUIREMENTS: None	STATUS: Contractual ITEM NO.: SLSU-Sogod SALARY GRADE: 12 SALARY: P21,387.00 / month; P2,000.00 / allowance	PROSE IVY G. YEPES, Ed.D. University President Concepcion St., 6606 Sogod, Southern Leyte 382-3197; 382-3294 (Telefax) CORAZON G. TORREFRANCA HRMO III - corytorre@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
DepEd - Maasin City Division	5 Teacher I (Secondary Grades)	EDUCATION: Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major EXPERIENCE: None required TRAINING: None required ELIGIBILITY: PBET, Teacher OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: OSEC-DECSB-TCH1-541339-2016; 541333-2016; 541332-2016; 541331-2016; 541328-2016 SALARY GRADE: 11 SALARY: P 235,440.00 / annum	SUPT CARMELINO P. BERNADAS, Ph. D., CESO VI Schools Division Superintendent Combado, 6600 Maasin City 570-8066 (Telefax); 570-8027/ cpbernadas@yahoo.com KAREN JANE B. ESPINA Admin Officer IV (Personnel Records) 09163651896/ 570-9116 karenjane_espina@yahoo.com
DepEd - Maasin City Division	1 Teacher III (Secondary Grades)	EDUCATION: Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least eighteen (18) units in professional education EXPERIENCE: None required TRAINING: None required ELIGIBILITY: PBET, Teacher OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: OSEC-DECSB-TCH3-540983-2014 SALARY GRADE: 13 SALARY: P 279,084.00 / annum	SUPT CARMELINO P. BERNADAS, Ph. D., CESO VI Schools Division Superintendent Combado, 6600 Maasin City 570-8066 (Telefax); 570-8027/ cpbernadas@yahoo.com KAREN JANE B. ESPINA Admin Officer IV (Personnel Records) 09163651896/ 570-9116 karenjane_espina@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Silago, Southern Leyte	1 Municipal Govt Dept Head (Municipal Social Welfare and Development Officer I)	EDUCATION: Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course EXPERIENCE: 3 years experience in the practice of social work TRAINING: None ELIGIBILITY: RA 1080 (Social Worker) OTHER REQUIREMENTS: Filipino Citizen, resident of Silago, Southern Leyte and of good moral character	STATUS: Permanent ITEM NO.: 49 SALARY GRADE: 24 SALARY: P509,496.00 / annum	PACITA T. ALMINE Municipal Mayor 6607 Silago, Southern Leyte silago_so.leyte@yahoo.com JENITH S. AÑAVESA HRMO I 0 jenith.anavesa@yahoo.com
LGU - Silago, Southern Leyte	73 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: Filipino Citizen, resident of Silago, Southern Leyte and of good moral character	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P306.75 / day	PACITA T. ALMINE Municipal Mayor 6607 Silago, Southern Leyte silago_so.leyte@yahoo.com JENITH S. AÑAVESA HRMO I 0 jenith.anavesa@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Silago, Southern Leyte	2 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required (MC 11, s. 96 - Cat. III, as amended) OTHER REQUIREMENTS: Filipino Citizen, resident of Silago, Southern Leyte and of good moral character	STATUS: Permanent ITEM NO.: 21 & 25 SALARY GRADE: 1 SALARY: P323.00 / day	PACITA T. ALMINE Municipal Mayor 6607 Silago, Southern Leyte silago_so.leyte@yahoo.com JENITH S. AÑAVESA HRMO I 0 jenith.anavesa@yahoo.com
LGU - Bontoc, Southern Leyte	22 Administrative Aide I (Laborer I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: not indicated SALARY GRADE: 1 SALARY: P340.27 / day	MATIAS MERVYN C. RUALES Municipal Mayor New Municipal Bldg., Municipal Compound, Brgy. Poblacion, Bontoc, Southern Leyte 382-3060 (Telefax) JOEDDIE MAE T. CUATON Admin Officer IV 09178860746 joeddietibon@gmail.com
LGU - Hilongos, Leyte	1 Administrative Assistant II (Disbursing Officer II)	EDUCATION: Completion of two years in college EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours of relevant training ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 136 Office of the Municipal Treasurer SALARY GRADE: 8 SALARY: P13,445.00 / month	ALBERT R. VILLAHERMOSA Municipal Mayor R.V. Villaflores St., Hilongos 6524 , Leyte 336-2011 (Telefax) ; 336-2147 ERLINDA M. RUIZ Mun. Assessor/In- Charge on Personnel Matters 567-9710 eruiz66@yahoo.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Hilongos, Leyte	1 Revenue Collection Clerk II	EDUCATION: Completion of two years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Career Service (Subprofessional), First Level Eligibility OTHER REQUIREMENTS: None	STATUS: Permanent ITEM NO.: 144 Office of the Municipal Treasurer SALARY GRADE: 7 SALARY: P12,567.00 / month	ALBERT R. VILLAHERMOSA Municipal Mayor R.V. Villaflores St., Hilongos 6524 , Leyte 336-2011 (Telefax) ; 336-2147 ERLINDA M. RUIZ Mun. Assessor/In-Charge on Personnel Matters 567-9710 eruiz66@yahoo.com
LGU - Maasin City	50 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Mayor's Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	2 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Investment, Promotions and Tourism Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Maasin City	6 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: SP-Secretariat SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	3 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Administrator's Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	1 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Planning and Development Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com



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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Maasin City	3 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Budget Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	6 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: Accounting and Internal Audit Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	29 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City General Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Maasin City	1 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Legal Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	12 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Treasury Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	2 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Assessor's Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com

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LGU - Maasin City	11 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Engineering Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	8 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Health Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	3 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Social Welfare and Development Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Maasin City	6 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Agricultural Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	3 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Veterinary Services Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	1 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: City Civil Registrar's Office SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com

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AGENCY	POSITION	QUALIFICATION STANDARD	OTHER DETAILS	CONTACT INFORMATION
LGU - Maasin City	6 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: Market Operations Section SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	6 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: Terminal Operations Section SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com
LGU - Maasin City	3 Administrative Aide I (Utility Worker I)	EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required OTHER REQUIREMENTS: None	STATUS: Casual ITEM NO.: Slaughterhouse Operations Section SALARY GRADE: 1 SALARY: P8,484.00 / day	NACIONAL V. MERCADO City Mayor Tunga-tunga, Maasin City 381-2138 (Telefax) VICTORIA D. MARAON HRMO III 570-8824 bebedams2017@gmail.com



BULLETIN OF VACANT POSITIONS
CSC Southern Leyte Field Office (Region VIII)
 Date of Release: **December 15, 2017**



INSTRUCTION: *Please forward your application documents directly to the agency where the vacancy is indicated.*

Southern Leyte State University - Main Campus

Position Title: Architect I

<p>Technical & Drawing Skills <i>Possess high levels of creativity and imagination with excellent design and drafting skills, as well as the ability to see the bigger picture of a project and proficiency with computer-aided design (CAD)</i></p> <p>Leadership & Supervising Projects <i>Ability to collaborate with and lead others as required during the realization of proposals, so that concepts are developed and implemented appropriately as planned within timelines.</i></p> <p>Professionalism / Behavioral Competence <i>Adhere to ethical, moral and legal conduct in the performance of job.</i></p> <p>Communication & Reporting Skills <i>Ability to understand and analyze project design, prepare/write progress and accomplishment reports of projects done, communicate in verbal or graphic presentation for various user groups, able to actively listen to client needs and concerns, and can give precise directions to workers.</i></p>

<p>Interpersonal Effectiveness <i>Builds and maintains good working relationship with supervisors, co-workers, hired workers, and other people within the organization.</i></p> <p>Duties:</p> <ul style="list-style-type: none"> • Creates design concept that provides a functional, safe, economical facility that suit the needs of the end user using various CAD (computer aided design) programs and technical drawing tools for new buildings or construction projects, and develops ways of improving the existing/ old buildings based on design requirements; • Prepares required information regarding design, interior furnishing, materials, color, equipment, and estimated costs of proposed projects; • Modifies and updates designs based on review comments from management; • Coordinates with other engineering team to make sure that the design is followed, use the specified materials and meet work quality standards. • Maintains all the documentations related to architectural designs; • Submits monthly accomplishment report to PPDM Officer; • Performs other related work and duties as may be assigned by supervisors.

<p>Documents Required:</p> <ol style="list-style-type: none"> 1. Application letter addressed to: DR. PROSE IVY G. YEPES University President Southern Leyte State University Sogod, Southern Leyte 2. Authenticated copy of Transcript of Records 3. Comprehensive Curriculum Vitae 4. Service Record/Certificate of Employment (if any) 5. Certificates of trainings/seminars attended during the last five (5) years 6. Authenticated copy of eligibility (if any) <p>Submit your application not later than December 26, 2017.</p>

Southern Leyte State University - Main Campus

Position Title: Administrative Aide III (Clerk I)

Computer Skills

Ability to operate standard personal computer and use computer applications especially Word, Excel and Powerpoint.

Behavioral Competence

Honest, ethical, and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships.

Customer Service

Understands the customer's perspective and committed to satisfy clients' needs.

Record Management

Ability to arrange and organize files/documents for easy retrieval.

Duties:

- Receives and records incoming and outgoing document of the Office of the Vice President for RDE;
- Acts as Secretariat on meetings and activities of OVRDE and prepare minutes of meetings for approval of the VPRDE;
- Assists to conduct/distribute and retrieve RDE instruments such as survey and others;
- Does encoding job of reports, communications, & etc.;
- Forwards documents to concerned campuses for further processing and facilities signature of concerned signatories;
- In-charge of all files of OVRDE;
- Prepares travel claims, purchase requests, cash advances and liquidations of OVRDE;
- Performs additional duties as required.

Documents Required:

1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Service Record/Certificate of Employment (if any)
5. Certificates of trainings/seminars attended during the last five (5) years
6. Authenticated copy of eligibility (if any)

Submit your application not later than **December 26, 2017.**