



## **CSC WESTERN LEYTE SATELLITE OFFICE**

3rd Floor New Ormoc City Hall, Aunubing Street, 6541 Ormoc City  
Telefax: (053)832-3395; Email address: [csc.westernleyte@gmail.com](mailto:csc.westernleyte@gmail.com)

# **BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT**

**(Bulletin No. 18-01B, Pursuant to R.A. No. 7041)**

**As of January 31, 2018**

# **BULLETIN OF VACANT POSITIONS**

**CSC Western Leyte Satellite Office, Ormoc City**

As of January 31, 2018

## **T A B L E O F C O N T E N T S**

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**NOTE:** Please submit your application documents to the agency where the vacancy is indicated.



Republic of the Philippines  
Department of Public Works and Highways  
**LEYTE THIRD**  
**DISTRICT ENGINEERING OFFICE**  
Regional Office VIII  
Villaba, Leyte

**Request for Publication of Vacant Positions**

Leyte Third Engineering District  
Villaba, Leyte  
**RELEASED**  
JAN - 16, 2018  
137-1081

To: CIVIL SERVICE COMMISSION (CSC), Region 8, Palo, Leyte

This is to request the publication of the following vacant positions of DPWH 3rd LED, Villaba, Leyte in the CSC website:

**LEO EDWARD L. OPPURA**  
Mr (Head of Agency)

Date: January 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Engineer II	ENG3-540057-2012	16	360,528.00	BS in Engineering relevant to the job	4hours of relevant training	1 year relevant experience	RA 1080		DPWH 3rd LED, Villaba, Leyte
		ENG2-935-2015	16	360,528.00						
1	Administrative Assistant III (Sr. Bookkeeper)	ADAS3-540028-2012	9	203,832.00	Bachelor's degree relevant to the job	4hours of relevant training	1 year relevant to the job	CS (Sub-Prof) Ist Level Eligibility		DPWH 3rd LED, Villaba, Leyte
1	Const./Maint. Capataz	CMCZ-603-1998	5	155,700.00	Elementary Graduate	None required	None required	None required		DPWH 3rd LED, Villaba, Leyte

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 February 10, 2018.

1. Fully accomplished Personal Data Sheet(PDS) with recent passport-sized picture (CS Form No. 212, Revised2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/licence; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

**LEO EDWARD L. OPPURA**  
OIC-District Engineer  
DPWH 3rd LED  
Crossing Suba, Villaba, Leyte

Republic of the Philippines  
DEPARTMENT OF EDUCATION, Ormoc City Division  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education, Ormoc City Division in the CSC website:

MANUEL P. ALBAÑO, Ph.D., CESO V  
(Head of Agency)


Date: 30-Jan-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher II	OSEC-DECSB-TCH2-540427-2016	12	265,788	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	Regular perm - RA 1080 (Teacher); if not, must pass the LET within 5 yrs of hiring		Secondary
2	Teacher I	OSEC-DECSB-TCH1-541269-2016	11	242,148	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 15 units of specialization in relevant strand/subject	None required	None required	Regular perm - RA 1080 (Teacher); if not, must pass the LET within 5 yrs of hiring		Secondary
3	Teacher I	OSEC-DECSB-TCH1-541672-2014	11	242,148	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	NONE REQ.	NONE REQ.	RA 1080		Elementary

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](http://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:

  
MANUEL P. ALBAÑO, PH.D., CESO V  
SCHOOLS DIVISION SUPERINTENDENT  
BRGY. PUNTA, ORMOC CITY  
[deped\\_ormoc\\_brmu@gmail.com](mailto:deped_ormoc_brmu@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
DEPARTMENT OF EDUCATION, Ormoc City Division  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education, Ormoc City Division in the CSC website:

MANUEL P. ALBAÑO, Ph.D., CESO V  
(Head of Agency)


Date: 30-Jan-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Master Teacher II	OSEC-DECSB-MTCHR2-540125-2016	19	505,188	BEED/BSED graduate; or Bachelor's degree with 18 prof. educ. units w/ appropriate major; and 24 units for a Master's degree in Educ. or its equivalent	4 hrs. rel.	1yr. As MT I; or 4 yrs as T III	RA 1080		Secondary
2	Master Teacher I	OSEC-DECSB-MTCHR1-541973-1998	18	457,020	BEED/BSED graduate; or Bachelor's degree with 18 prof. educ. units w/ appropriate major; and 24 units for a Master's degree in Educ. or its equivalent	None required	3 yrs relevant experience	RA 1080		Elementary
3	Teacher III	OSEC-DECSB-TCH3-545477-1998	13	290,688	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	None Required	1 yr. relevant	-DO-		Elementary
4	Special Science Teacher I	OSEC-DECSB-SPST1-540014-2017	13	290,688	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional	None required	None required	PBET/Teacher/ RA 1080/None required		Secondary
5	Special Science Teacher I	OSEC-DECSB-SPST1-540015-2017	13	290,688	-DO-	-DO-	-DO-	-DO-		Secondary

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](http://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:

  
MANUEL P. ALBAÑO, PH.D., CESO V  
SCHOOLS DIVISION SUPERINTENDENT  
BRGY. PUNTA, ORMOC CITY  
[deped\\_ormoc\\_brmu@gmail.com](mailto:deped_ormoc_brmu@gmail.com)

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Republic of the Philippines  
DEPARTMENT OF EDUCATION, Ormoc City Division  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education, Ormoc City Division in the CSC website:

MANUEL P. ALBAÑO, Ph.D., CESO V  
(Head of Agency)


Date: 30-Jan-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Special Science Teacher I	OSEC-DECSB-SPST1-540017-2017	13	290,688	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional	None required	None required	PBET/Teacher/ RA 1080/None required		Secondary
2	Teacher II	OSEC-DECSB-TCH2-544906-1998	12	265,788	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	None Required	1 yr. relevant	-DO-		Elementary
3	Teacher II	OSEC-DECSB-TCH2-540870-2017	12	265,788	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	Regular perm - RA 1080 (Teacher); if not, must pass the LET within 5 yrs of hiring		Secondary
4	Teacher II	OSEC-DECSB-TCH2-540458-2016	12	265,788	-DO-	-DO-	-DO-	-DO-		Secondary
5	Teacher II	OSEC-DECSB-TCH2-540867-2017	12	265,788	-DO-	-DO-	-DO-	-DO-		Secondary

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](http://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:

  
MANUEL P. ALBAÑO, PH.D., CESO V  
SCHOOLS DIVISION SUPERINTENDENT  
BRGY PUNTA, ORMOC CITY  
[dened.ormoc.hrmu@gmail.com](mailto:dened.ormoc.hrmu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

EDGARDO E. TULIN

(Head of Agency)

Date: Friday, October 13, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER V	ADOF5- 16-2004	18	428,316	Bachelor's degree relevant to the job	8 hrs	2 yrs	CS Professional	<ol style="list-style-type: none"> <li>1. <b>Commitment &amp; delivering service excellence</b> - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients</li> <li>2. <b>Exemplifying integrity</b> - complies with policies, rules and standards set by the university</li> <li>3. <b>Solving problems and decision making</b> - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service.</li> </ol>	Budget Office
2	ADMINISTRATIVE OFFICER V	ADOF5- 1-2005	18	428,316	Bachelor's degree relevant to the job	8 hrs	2 yrs	CS Professional	<ol style="list-style-type: none"> <li>4. <b>Planning and delivering</b> - ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments.</li> <li>5. <b>Championing and applying innovation</b> - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service.</li> <li>6. <b>Demonstrating Personal Effectiveness</b> - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified.</li> </ol>	Supply Property & Procurement 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 November 8, 2017.

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](http://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:

Dr. LOURDES B. CANO/Dr. EDGARDO E. TULIN

Director, ODAHRD/University President

ODAHRD, VSU, Visca, Baybay City, Leyte

[lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)/[edgardo.tulin@vsu.edu.ph](mailto:edgardo.tulin@vsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

EDGARDO E. TULIN  
(Head of Agency)

Date: January 24, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Administrative Aide VI (Clerk III)	ADA6-109-2004	6	172,080	Completion of two yrs studies in college	1 yr relevant exp	4 hrs rel trng	CS Sub Prof. 1st level	<ol style="list-style-type: none"> <li>1. <b>Commitment &amp; delivering service excellence</b> - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients</li> <li>2. <b>Exemplifying integrity</b> - complies with policies, rules and standards set by the university</li> <li>3. <b>Solving problems and decision making</b> - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service.</li> <li>4. <b>Planning and delivering</b> - ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments.</li> <li>5. <b>Championing and applying innovation</b> - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service.</li> <li>6. <b>Demonstrating Personal Effectiveness</b> - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified.</li> </ol>	NCRC

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 February 9, 2017. Diverse applicants are encouraged to apply.

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](http://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:

Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin

Director, ODAHRD/University President

ODAHRD, VSU, Visca, Baybay City, Leyte

[lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)/[edgardo.tulin@vsu.edu.ph](mailto:edgardo.tulin@vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
PALOMPON INSTITUTE OF TECHNOLOGY - TABANGO CAMPUS  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PIT-Tabango Campus in the CSC website:

  
PLACIDO F. BERCCERO  
(Head of Agency)

Date: January 17, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	PITB-ADAS2-1-2012	8	195,384	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours relevant training	Relevant MC 11 s. 1996 Career Service (Subprofessional) 1st Level		Cashier's Office
2	Administrative Aide III	PITB-ADA3-13-2004	3	142,968	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) 1st Level		Campus Directors Office
3	Administrative Aide I	PITB-ADA1-7-2004	1	126,120	Must be able to read and write	None Required	None Required	None Required		HRMO

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 February 19, 2018 .

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](http://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:

PLACIDO F. BERCCERO  
Campus Director  
Otabon, Tabango, Leyte  
mrnpc\_tabango@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
LGU-ORMOC CITY  
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following CASUAL positions of (LGU - Ormoc) in the CSC website

RICHARD I. GOMEZ

(Head of Agency)

Date: January 25, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/Job /Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	CITY AGRICULTURIST I	646	SG-25	989,268	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	Five (5) years acquired experience in agriculture or in a related field	Relevant RA 1080		CAO

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 5 days before the scheduled deliberation.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded
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:

\_\_\_\_\_  
RICHARD I. GOMEZ  
\_\_\_\_\_  
City Mayor  
\_\_\_\_\_  
w Ormoc City Hall, Aunubing St., Cogcog  
\_\_\_\_\_  
Ormoc City  
\_\_\_\_\_  
(E-mail Address)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
MUNICIPALITY OF MRIDA, LEYTE  
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the publication of the following vacant positions of MUNICIPALITY OF MERIDA, LEYTE in the CSC website:

MARCOS ANTONIO D. SOLAÑA, MD., Municipal Mayor  
(Head of Agency)

Date : \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Midwife II	65	8	189,816.00	Completion of Midwifery Course	4 hrs. of relevant Training	1 yr. of relevant experience	RA 1080 (Midwife)	N/A	RHU

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)
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 :

MARCOS ANTONIO D. SOLAÑA, MD.  
Municipal Mayor  
Municipality of Merda, Leyte  
ocalambo@yahoo.com.