



CSC WESTERN LEYTE SATELLITE OFFICE

3rd Floor New Ormoc City Hall, Aunubing Street, 6541 Ormoc City
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BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

(Bulletin No. 17-12A, Pursuant to R.A. No. 7041)

As of December 15, 2017

BULLETIN OF VACANT POSITIONS

CSC Western Leyte Satellite Office, Ormoc City

As of December 15, 2017

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

Republic of the Philippines
VISAYAS STATE UNIVERSITY- TOLOSA
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- Tolosa in the CSC website:

TERESITA C. JOCSON

Dean

Date: December 01, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I	Casual	1	113,736.00	Elementary School Graduate	None required	None Required	None Required		Registrar's Office
2	Administrative Aide III	Casual	3	130,596.00	Completion of 2 years studies in College	None required	None Required	Relevant MC 11 s. 1996 Career Service Subprof 1st Level Eligibility		Accounting Office
3	Farm Worker II	VISCAB-FAWK2-4-2010	4	147,144.00	Elementary School Graduate	None required	None Required	None Required		Department of Fisheries

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:

TERESITA C. JOCSON

Dean

Visayas State University- Tolosa, Tolosa,
Leyte

vsutolosa.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Palompon Institute of Technology in the CSC website:

NORBERTO C. OLAVIDES
SUC President III

Date: 8/12/2017

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	Security Guard II	PITB-SECG2-1-2003	5	155,700.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	None required	CSU
2	Instructor I (Marine Engineering)	PITB-INST1-18-2002	12	256,644.00	Master's Degree in the area of specialization or its allied/related fields	IMO 6.09	With teaching experience	RA 1080	None Required	College of Maritime Education

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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:

NORBERTO C. OLAVIDES
SUC President III
Evangelista St., Palompon, Leyte
pit_suc@yahoo.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: 15-Dec-17

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 III	OSEC-DECSB-TCH3-541034-2012	13	279,084	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	None Required	1 yr. relevant	RA 1080		Elementary
2	ADMIN. ASST. II (DISB. OFFICER II)	OSEC-DECSB-ADAS2-540145-2016	8	189,816	Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course	4 hrs. relevant	1 yr relevant experience	CS Subprof (First Level)		Sr. High School
3	-DO-	OSEC-DECSB-ADAS2-540084-2014	8	189,816	-DO-	-DO-	-DO-	-DO-		OSDS
4	-DO-	OSEC-DECSB-ADAS2-540138-2016	8	189,816	-DO-	-DO-	-DO-	-DO-		Sr. High School
5	-DO-	OSEC-DECSB-ADAS2-540083-2014	8	189,816	-DO-	-DO-	-DO-	-DO-		OSDS
6	-DO-	OSEC-DECSB-ADAS2-540011-2014	8	189,816	-DO-	-DO-	-DO-	-DO-		Margen NHS
7	-DO-	OSEC-DECSB-ADAS2-540139-2016	8	189,816	-DO-	-DO-	-DO-	-DO-		Sr. High School
8	-DO-	OSEC-DECSB-ADAS2-540140-2016	8	189,816	-DO-	-DO-	-DO-	-DO-		Sr. High School
9	-DO-	OSEC-DECSB-DO2-540007-2016	8	189,816	-DO-	-DO-	-DO-	-DO-		Dolores NHS
10	-DO-	OSEC-DECSB-DO2-540006-2009	8	189,816	-DO-	-DO-	-DO-	-DO-		Linao NHS
11	-DO-	OSEC-DECSB-DO2-540005-2009	8	189,816	-DO-	-DO-	-DO-	-DO-		Valencia NHS
12	ADMIN. AIDE VI	OSEC-DECSB-ADA6-540001-2015	6	166,212	Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course	4 hrs. relevant	1 yr relevant experience	CS Subprof (First Level)		OSDS
13	ADMIN. AIDE VI	OSEC-DECSB-ADA6-540043-2014	6	166,212	-DO-	-DO-	-DO-	-DO-		OSDS
14	ADMIN. AIDE VI	OSEC-DECSB-ADA6-540045-2014	6	166,212	-DO-	-DO-	-DO-	-DO-		OSDS
15	ADMIN. AIDE VI	OSEC-DECSB-ADA6-540067-2004	6	166,212	-DO-	-DO-	-DO-	-DO-		OSDS
16	ADMIN. AIDE VI	PSEC-DECSB-ADA6-540069-2004	6	166,212	-DO-	-DO-	-DO-	-DO-		NOCNHS

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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, ORMOG CITY
deped.ormoc.hrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Albuera, Leyte in the CSC website:

HON. ROSA C. MENESES, M.D.

Municipal Mayor

Date:

December 4, 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 Aide III (Casual Plantilla)	1 - 23	3	PhP 109,320.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional) 1st Level Eligibility	None required	LGU-Albuera
2	Municipal Government Department Head I (Mun. Planning and Dev't Coordinator I)	31	24	PhP 515,604.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in developmental planning or in any related field	RA 1080 (Environmental Planner)	None required	LGU-Albuera (Mun. Planning and Dev't Office)
3	Supervising Administrative Officer	30	22	PhP 409,464.00	Bachelor's Degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	None required	LGU-Albuera (Human Resource Management Officer)
4	Administrative Aide VI (Day Care Worker I)	57	6	PhP 126,528.00	High School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)	None required	LGU-Albuera (Municipal Social Welfare and Development Office)
5	Municipal Government Department Head I (Municipal Agriculturist I)	77	24	PhP 477,600.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080	None required	LGU-Albuera (Office of the Municipal Agriculturist)
6	Administrative Officer I (Agricultural Technologist)	82	10	PhP 165,648.00	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	None required	LGU-Albuera (Office of the Municipal Agriculturist)
7	Municipal Government Department Head I (Municipal Assessor I)	86	24	PhP 477,600.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	None required	LGU-Albuera (Municipal Assessor's Office)

8	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	91	22	PhP 409,464.00	Bachelor's Degree preferably in Commerce, Public Administration, or Law	None required	3 years experience in treasury or accounting service	Career Service (Professional) Second Level Eligibility	None required	LGU-Albuera (Municipal Treasurer's Office)
9	Administrative Aide VI (Heavy Equipment Operator II)	113	6	PhP 135,863.00	HS Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	None required	LGU-Albuera (Municipal Engineer's Office)
10	Administrative Aide VI (Heavy Equipment Operator II)	114	6	PhP 130,368.00	HS Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	None required	LGU-Albuera (Municipal Engineer's Office)
11	Administrative Aide VI (Heavy Equipment Operator II)	117	6	PhP 128,828.00	HS Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	None required	LGU-Albuera (Municipal Engineer's 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 December 19, 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;
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:

HON. ROSA C. MENESES, M.D.

Municipal Mayor

Municipal Hall, Albuera, Leyte

lgu_albuera2016@yahoo.com

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Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Albuera, Leyte in the CSC website:

HON. SIXTO B. DELA VICTORIA

Municipal Vice Mayor

Date: December 4, 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	Secretary to the Sangguniang Bayan I	26	24	Php 493,536.00	Bachelor's Degree preferably in Law, Commerce or Public Administration	None required	None required	First Grade or its equivalent [CS (Prof) Second Level Eligibility]	None required	LGU-Albuera (Sangguniang Bayan Secretariat)

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4. Photocopy of Transcript of Records.

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

HON. SIXTO B. DELA VICTORIA

Municipal Vice Mayor

Office of the Sangguniang Bayan

Municipal Hall, Albuera, Leyte

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of
(Local Government of Unit of Baybay) in the CSC website:

CARMEN L. CARI

City Mayor

Date: November 28, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MEDICAL OFFICER V	520 (anticipated vacancy)	SG 25	71,476.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	City Health Office

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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:

CARMEN L. CARI
City Mayor
City of Baybay, Leyte
R. Magsaysay St., Cor. D. Veloso St., Baybay City
bhrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply

Republic of the Philippines
LGU-SAN ISIDRO, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- San Isidro, Leyte in the CSC website:

HON. ISIDRO C. BALMORIA

Acting Municipal Mayor

Date: 6-Dec-17

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	Municipal Government Department Head I (Municipal Treasurer)	10	24	595,680.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	3 years of relevant experience	Career Service Professional / Second Level Eligibility	N/A	LGU- San Isidro, Leyte (MTO)

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4. Photocopy of Transcript of Records.

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

HON. ISIDRO C. BALMORIA

Acting-Municipal Mayor

cor. Peñaranda St. - P. Zamora St., Brgy. Bawod, San Isidro, Leyte

sanidroleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.