

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

Republic of the Philippines
PGO LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO LEYTE in the CSC website:


MARILYN C. ROSEÑO
AO III/HRMO

Date: April 11, 2024

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	Sr. Administrative Assistant I (Stenographic Reporter IV)	25	13	31320	Completion of 2 yrs. studies in college	16 hrs. of relevant training	3 yrs. of relevant experience	Career Service (Subprofessional) First Level Eligibility	Sangguniang Panlalawigan

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 April 26, 2024.

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunities to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person of disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous community and those of diverse sexual orientation, gender identity and expression (SOGIE). **QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

MARILYN C. ROSEÑO
AO III/HRMO
Sangguniang Panlalawigan Province of Leyte, Palo, Leyte
marie21april@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.