



Republic of the Philippines  
**Department of Education**  
Region VIII (Eastern Visayas)  
**DIVISION OF LEYTE**

Government Center, Candahug, Palo, 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 Division of Leyte in the CSC website:

**JOSE MARIANO E. BARRIL, JR.**

HRMO

Date: February 11, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
	<b>Principal 2 (Elementary)</b>									
		540102 2010	20	51,155.00	Bachelors degree w/18	40 hrs relevant	1 year as Principal	PBET/LET		Insular
					professional education	training				
					units plus 6 units mgt.					
	<b>Principal 1 (Elementary)</b>									
		540192 2011	19	45,269.00	Bachelors degree w/18	40 hrs relevant	HT2 for 2 yrs; or TIC	PBET/LET		Insular
					professional education	training	for 2 yrs; or TCHR			
					units		for 5 yrs.			
	<b>Head Teacher 3 (Elementary)</b>									
		540027 2011	16	33,584.00	Bachelor's degree in Elem.	24 hrs relevant	HT II for 1 yr TIC 2 yrs	PBET/LET		Insular



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					Educ.or bachelors degree with	training	or Teacher 5 yrs			
					18 professional educ.units					
	<b>Head Teacher 1 (Elementary)</b>									
		540008 2011	14	27,755.00	Bachelor's degree in Elem.	24 hrs relevant	TIC for 1yr.or TCH.	PBET/LET		Insular
					Educ.or bachelors degree with	training	for 3 yrs.			
					18 professional educ.units					
	<b>Head Teacher 2 (Elementary)</b>									
		540021 1998	15	30,531.00	Bachelors degree Elem.	24 hrs relevant ex	HT for 2 yrs; or TIC	PBET/LET		Insular
					Educ.or bachelors degree with	training	for 2 yrs.; or TCHR			
					18 professional educ.units					
	<b>Teacher 3 (Elementary)</b>									
		540518 2010	13	25,232.00	BEED or its equivalent	none	2 yrs.relevant exp.	PBET/LET		Division of Leyte
	<b>Administrative Assistant III (Senior Bookkeeper)</b>									
		540072 2017	09	17,975.00	Completion of 2 yrs.	1 yr relevant	4 hrs training	prof/sub		Division of Leyte
					studies in college	training				

**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:

(Head of Office/Agency)

(Position Title)

(Complete Office Address)

(E-mail Address)

CS Form No. 9  
Series of 2018



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

**“LEAD to GO, LOVE to GROW, LIVE to GLOW”**