



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: September 17, 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>Administrative Aide I - Utility Worker I (B)</b>									
		540268 2004	1	11,068.00	Must be able to read and write	None required	None required	None required		Division of Leyte
		540272 2004	1	11,068.00	Must be able to read and write	None required	None required	(MC 11, s. 96-		Division of Leyte
		540285 2004	1	11,068.00	Must be able to read and write	None required	None required	CAT. III)		Division of Leyte
		540289 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540295 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540297 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540311 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540318 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540324 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540332 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540334 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540339 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540350 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
		540353 2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte



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	540355	2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
	540367	2004	1	11,068.00	Must be able to read and write	None required	None required			Division of Leyte
	540292	2004	1	11,068.00	Must be able to read and write	None required	None required			Tinabilan NHS-Palompon Annex
<b>Administrative Aide III - Clerk I</b>										
	540185	2004	3	12,466.00	Completion of 2 years studies in	None required	None required	CSSP		Division of Leyte
	540181	2004	3	12,466.00	college	None required	None required	1st level		Division of Leyte
	540142	2004	3	12,466.00		None required	None required	Eligibility		Tanauan NHS (San Roque NHS)
	540137	2004	3	12,466.00		None required	None required			Matalom NHS
	540136	2004	3	12,466.00		None required	None required			LAIS
	540132	2004	3	12,466.00		None required	None required			Hilongos NVS
<b>Administrative Aide IV - Clerk II</b>										
	540178	2004	4	13,214.00	Completion of 2 years studies in	None required	None required	CSSP		Division of Leyte
	540179	2004	4	13,214.00	college	None required	None required	1st level		Division of Leyte
	540184	2004	4	13,214.00		None required	None required	Eligibility		Division of Leyte
	540186	2004	4	13,214.00		None required	None required			Division of Leyte
	540187	2004	4	13,214.00		None required	None required			Division of Leyte
	540188	2004	4	13,214.00		None required	None required			Division of Leyte
	540192	2004	4	13,214.00		None required	None required			Division of Leyte
	540195	2004	4	13,214.00		None required	None required			Division of Leyte
	540196	2004	4	13,214.00		None required	None required			Division of Leyte
	540197	2004	4	13,214.00		None required	None required			Division of Leyte
	540173	2004	4	13,214.00		None required	None required			Division of 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 \_\_\_\_\_.

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.

CS Form No. 9  
Series of 2018



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**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)

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

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