



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: January 15, 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>Teacher 1 (Elementary)</b>									
		540569 2009	11	20,754.00	BEED or its equivalent	none	none	PBET/LET		Division of Leyte
		562934 1998	11	20,754.00	BEED or its equivalent	none	none	PBET/LET		Division of Leyte
	<b>Teacher 2 (Elementary)</b>									
		540036 2008	12	22,938.00	BEED or its equivalent	none	1 yr. relevant exp.	PBET/LET		Division of Leyte
	<b>Administrative Assistant III (Senior Bookkeeper)</b>									
		540074 2017	09	17,975.00	Completion of 2 yrs. studies in college	1 yr relevant exp.	4 hrs training	prof/sub		Division of Leyte

CS Form No. 9  
Series of 2018



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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) \_\_\_\_\_

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

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