



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 BARRIL, JR.

HRMO

Date: **February 14, 2018**

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|---------------------------------|-------------------|-------------------------|--------------------|---------------------|-------------|-------------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| | Teacher 3 (Secondary) | | | | | | | | | |
| | | 540514 2013 | 13 | 25,232.00 | BSED or its equivalent | none | 2 yrs.relevant exp. | PBET/LET | | Mayorga NHS |
| | Administrative Assistant II (Secondary) | | | | | | | | | |
| | | 540018 2018 | 08 | 16,282.00 | Completion of 2 yrs. | 1 yr relevant exp. | 4 hrs training | Prof/Sub | | Naval NHS |
| | | | | 16,282.00 | studies in college | | | | | |

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



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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:

(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”

