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

Government Center, Candahug, Palo, 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.

**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”



