



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: March 18, 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 2 (Elementary)</b>									
		540226 2009	12	22,938.00	BEED or its equivalent	none	1 yr.relevant exp.	PBET/LET		Division of Leyte
	<b>Administrative Assistant II (Senior High School)</b>									
		540060 2016	08	16,758.00	Completion of 2 yrs.	4 hrs training	1 yr relevant exp.	Prof/Sub. Prof		Division of Leyte
		540126 2016	08	16,758.00	studies in college	4 hrs training	1 yr relevant exp.	Prof/Sub. Prof		Division of Leyte
		540124 2016	08	16,758.00	Completion of 2 yrs.	4 hrs training	1 yr relevant exp.	Prof/Sub. Prof		Division of Leyte
		540123 2016	08	16,758.00	studies in college	4 hrs training	1 yr relevant exp.	Prof/Sub. Prof		Division of Leyte
		540122 2016	08	16,758.00	Completion of 2 yrs.	4 hrs training	1 yr relevant exp.	Prof/Sub. Prof		Division of Leyte
					studies in college					



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



Government Center, Candahug, Palo, Leyte

Administrative Assistant III (Senior Bookkeeper -Secondary)										
		540108 2017	09	17,975.00	Completion of 2 yrs.	4 hrs training	1 yr relevant	prof/sub		Felix Caneja Lafuente NHS
		540109 2017	09	17,975.00	studies in college	4 hrs training	exp.	prof/sub		Pinamopoan NHS

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”