



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: August 19, 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)	
	Senior Education Program Specialist										
		540041	2014	19	45,269.00	Bachelor's degree in Education or	8 hours of	2 yrs experience in	RA 1080,		Insular
						its equivalent and completion of	relevant	education, research,	PBET/LET		
						academic requirements for Master's	Training	development,	Appropriate		
						degree relevant to the job		implementation or	Eligibility		
								other relevant	for second		
								experience	level position		
	Administrative Assistant II (Labor General Foreman)										
		540038	2018	8	16,758.00	High School Graduate	4 hrs of	1 year of relevant	None		Insular
							relevant	experience	required		
							Training				
	Administrative Aide VI (Audio Visual Aids Technician I)										
		540074	2014	6	14,847.00	High School Graduate or completion	None	None	None		Insular
		540124	2004			of relevant vocational/trade course	required	required	required		
		540126	2004								



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Administrative Aide VI (Electrician)										
		540076	2014	6	14,847.00	High School Graduate or completion	None	None	Electrician	Insular
						of relevant vocational/trade course	required	required	(Building	
									Wiring)	
Administrative Aide IV (Clerk II)										
		540183	2004	4	13,214.00	Completion of 2 years studies in	None	None	CSSP	Insular
						college	required	required	1st level	
									Eligibility	

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
- 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.

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HRMO

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					Education	Experience	Training	Eligibility	Competency (if applicable)	
	Teacher 1 (Secondary)									
		544534 2012	11	20,754.00	BSED or its equivalent	none	none	PBET/LET		Bontoc NHS
		543322 2018	11	20,754.00		none	none	PBET/LET		Babatngon NHS
	Administrative Assistant II (Disbursing Officer)									
		540051 2014	08	16,758.00	Completion of 2 yrs.	1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		MERIDA VS
		540018 2018	08	16,758.00	studies in college	1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		NAVAL NHS
		540117 2017	08	16,758.00	Completion of 2 yrs.	1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		Palompon NHS
	Administrative Assistant II (Senior High School-Clerical)									
		540092 2016	08	16,758.00	Completion of 2 yrs.	1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		DIVISION OF LEYTE
		540114 2016	08	16,758.00	studies in college	2 yr relevant exp.	5 hrs training	Prof/Sub. Prof.		DIVISION OF LEYTE
		540043 2016	08	16,758.00		1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		DIVISION OF LEYTE
		540087 2016	08	16,758.00	Completion of 2 yrs.	1 yr relevant exp.	4 hrs training	Prof/Sub. Prof.		DIVISION OF LEYTE



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Administrative Assistant II (Labor General Foreman)										
		540122	2016	08	16,758.00	high school graduate	1 yr relevant exp.	4 hrs training	None required	DIVISION OF LEYTE
		540123	2016	08	16,758.00	high school graduate	1 yr relevant exp.	4 hrs training	None required	DIVISION OF LEYTE
		540124	2016	08	16,758.00	high school graduate	1 yr relevant exp.	4 hrs training	None required	DIVISION OF LEYTE
		540126	2016	08	16,758.00	high school graduate	1 yr relevant exp.	4 hrs training	None required	DIVISION OF LEYTE
ADMINISTRATIVE AIDE IV(Clerk II)										
		540119	2004	4	13,214	completion of 2 yrs.studies	None required	None required	Prof/Sub. Prof	BATO SOF
		540121	2004	4	13,214	in college	None required	None required	Prof/Sub. Prof	BATO SOF
		540123	2004	4	13,214	completion of 2 yrs.studies	None required	None required	Prof/Sub. Prof	HILONGOS NVS
		540124	2004	4	13,214	in college	None required	None required	Prof/Sub. Prof	LAIS

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