



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: **November 29, 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)	
	Head Teacher 1 (Secondary)									
		540088 2008	14	27,755.00	Bachelor's degree in Sec. Educ.or bachelors degree with 18 professional educ.units	24 hrs relevant training	TIC for 1yr.or TCH. for 3 yrs.	PBET/LET		A.S. Melgar NHS
	Head Teacher 3 (Secondary)									
		540816 1998	16	33,584.00	Bachelor's degree in Sec. Educ.or bachelors degree with 18 professional educ.units	24 hrs relevant training	HT II for 1 yr TIC 2 yrs or Teacher 5 yrs	PBET/LET		San Francisco NHS
	Principal 1 (Secondary)									
		540050 2014	19	45,269.00	Education or Bachelors degree w/18 professional education units	40 hrs relevant exp.	HT for 2 yrs; or TIC for 2 yrs; or TCHR for 5 yrs.	PBET/LET PBET/LET PBET/LET PBET/LET		Leyte NHS-Consuegra Annex
	Administrative Aide III (Secondary)									
		540132 2004	3	12,466.00	completion of 2 yrs.studies in college	none	none	subprof		Hilongos NVS
		540136 2004	3	12,466.00	completion of 2 yrs.studies in college	none	none	subprof		Leyte Agro-Indust. Sch.
		540137 2004	3	12,466.00	completion of 2 yrs.studies in college	none	none	subprof		Matalom NHS
		540142 2004	3	12,466.00	completion of 2 yrs.studies in college	none	none	subprof		Tanauan NHS(Roque NHS)
	Administrative Aide I (Secondary)									
		540292 2004	1	11,068.00	must be able to read & write	none	none	none		Tinabitan NHS-Palompon Annex Bato SOF



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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;
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.