



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: **December 20, 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 1 (Secondary)									
		543985 12	11	20,179.00	BSED or its equivalent	none	none	PBET/LET		Sta. Fe NHS
	Teacher 2 (Elementary)									
		546450 98	12	22,149.00	BSED or its equivalent	none	1 yr.relevant exp.	PBET/LET		Division of Leyte
	Teacher 3 (Secondary)									
		541330 14	13	24,224.00	BSED or its equivalent	none	2 yrs.relevant exp.	PBET/LET		Isabel NCHS
	Administrative Assistant III (Senior Bookkeeper)									
		540112 17	09	17,473.00	Completion of 2 yrs.	1 yr relevant	4 hrs training	prof/sub		Tinago NHS
			09	211,524.00	studies in college	exp.				



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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.

“LEAD to GO, LOVE to GROW, LIVE to GLOW”