



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: **March 25, 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>Head Teacher 1 (Elementary)</b>									
		540017 2017	14	27,755.00	Bachelor's degree in Elem. Educ.or bachelors degree with 18 professional educ.units	24 hrs relevant training	TIC for 1yr.or TCH. for 3 yrs.	PBET/LET		Insular
	<b>Administrative Assistant III (Senior Bookkeeper)</b>									
		540061 2017	09	17,473.00	Completion of 2 yrs. studies in college	1 yr relevant exp.	4 hrs training	prof/sub		LDO
	<b>Administrative Assistant II (Disbursing Officer-II)</b>									
		540050 2017	08	16,282.00	Completion of 2 yrs. studies in college	1 yr relevant exp.	4 hrs training	Prof/Sub		LDO

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

CS Form No. 9  
Series of 2018



Republic of the Philippines  
**Department of Education**  
Region VIII (Eastern Visayas)  
**DIVISION OF LEYTE**  
Government Center, Candahug, Palo, Leyte



---

**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”**