




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: **May 8, 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)	
	Administrative Assistant III (Clerk)									
		540065 2018	09	17,473.00	Completion of 2 yrs.	none	none	prof/sub		LDO
		540069 2018	09	17,473.00	studies in college	none	none	prof/sub		LDO
		540071 2018	09	17,473.00		none	none	prof/sub		LDO
		540072 2018	09	17,473.00		none	none	prof/sub		LDO
		540073 2018	09	17,473.00		none	none	prof/sub		LDO
		540074 2018	09	17,473.00		none	none	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;
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.

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



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”