



# **BULLETIN OF VACANT POSITIONS**

**(Pursuant to R.A. 7041)**

**April 30, 2018**

**Date of Release**

**Published by:**

**Civil Service Commission  
Leyte Field Office I  
Tacloban City**

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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF TACLOBAN CITY  
Real St., Tacloban City



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

RECEIVED  
APR 20 2018 2:22 PM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepEd-SDO TACLOBAN CITY) in the CSC website:

THELMA C. QUITALIG, Ph.D., CESO V  
Schools Division Superintendent

Date: April 19, 2018

4/20/18  
10:21 AM

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TEACHER I	TCH1-541066-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
2	TEACHER I	TCH1-541067-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
3	TEACHER I	TCH1-541068-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
4	TEACHER I	TCH1-541069-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
5	TEACHER I	TCH1-541070-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
6	TEACHER I	TCH1-541071-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
7	TEACHER I	TCH1-541072-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
8	TEACHER I	TCH1-541073-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
9	TEACHER I	TCH1-541074-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
10	TEACHER I	TCH1-541075-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
11	TEACHER I	TCH1-541076-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
12	TEACHER I	TCH1-541077-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
13	TEACHER I	TCH1-541078-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
14	TEACHER I	TCH1-541079-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
15	TEACHER I	TCH1-541080-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
16	TEACHER I	TCH1-541081-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
17	TEACHER I	TCH1-541082-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
18	TEACHER I	TCH1-541083-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
19	TEACHER I	TCH1-541084-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
20	TEACHER I	TCH1-541085-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
21	TEACHER I	TCH1-541086-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
22	TEACHER I	TCH1-541087-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
23	TEACHER I	TCH1-541088-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary
24	TEACHER I	TCH1-541089-2018	11	20,179.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		Elementary







No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
152	TEACHER I	TCH1-541222-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
153	TEACHER I	TCH1-541223-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
154	TEACHER I	TCH1-541224-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
155	TEACHER I	TCH1-541225-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
156	TEACHER I	TCH1-541226-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
157	TEACHER I	TCH1-541232-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
158	TEACHER I	TCH1-541233-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
159	TEACHER I	TCH1-541234-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
160	TEACHER I	TCH1-541235-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
161	TEACHER I	TCH1-541236-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
162	TEACHER I	TCH1-541237-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
163	TEACHER I	TCH1-541195-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Scan. NHS
164	TEACHER I	TCH1-541196-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Anibong Night HS
165	TEACHER I	TCH1-541197-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Anibong Night HS
166	TEACHER I	TCH1-541198-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Anibong Night HS
167	TEACHER I	TCH1-541199-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Anibong Night HS
168	TEACHER I	TCH1-541238-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Anibong Night HS
169	TEACHER I	TCH1-541239-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
170	TEACHER I	TCH1-541240-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
171	TEACHER I	TCH1-541241-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
172	TEACHER I	TCH1-541242-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
173	TEACHER I	TCH1-541243-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
174	TEACHER I	TCH1-541244-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
175	TEACHER I	TCH1-541245-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
176	TEACHER I	TCH1-541246-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
177	TEACHER I	TCH1-541247-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
178	TEACHER I	TCH1-541248-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
179	TEACHER I	TCH1-541227-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		V&G NHS
180	TEACHER I	TCH1-541228-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Ridge View Park Intg.Sch.
181	TEACHER I	TCH1-541229-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Ridge View Park Intg.Sch.
182	TEACHER I	TCH1-541230-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Ridge View Park Intg.Sch.
183	TEACHER I	TCH1-541231-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Ridge View Park Intg.Sch.
184	TEACHER I	TCH1-541289-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Ridge View Park Intg.Sch.
185	TEACHER I	TCH1-541290-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		CRMNHS
186	TEACHER I	TCH1-541291-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		CRMNHS
187	TEACHER I	TCH1-541287-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		CRMNHS
188	TEACHER I	TCH1-541288-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		TNAS
189	TEACHER I	TCH1-541381-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		TNAS
190	TEACHER I	TCH1-541382-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		MNHS
191	TEACHER I	TCH1-541217-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		MNHS
192	TEACHER I	TCH1-541218-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
193	TEACHER I	TCH1-541219-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
194	TEACHER I	TCH1-541220-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS
195	TEACHER I	TCH1-541221-2018	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		Northern TCNHS





No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
239	TEACHER III	TCH3-540121-2006	13	24,224.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	SNHS
240	TEACHER I	TCH1-540680-2014	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	SNHS
241	TEACHER I	TCH1-540722-2015	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	ABNHS
242	TEACHER II	TCH2-540244-2010	12	22,149.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	TCNHS
243	TEACHER II	TCH2-545170-1998	12	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	TCNHS
244	MASTER TEACHER II	MTCHR2-540007-2003	19	42,099.00	Bachelors degree in sec. edu.	8 hrs of relevant training	2 years of relevant experience	PBET/LET RA1080	LNHS
245	MASTER TEACHER II	MTCHR2-540009-2003	19	42,099.00	BSED or its equivalent w/major and minor or Bachelor degree in Science with atleast 10 units in Arts & professional Education				
246	TEACHER II	TCH2-540131-2012	12	22,149.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
247	TEACHER II	TCH2-540133-2012	12	22,149.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
248	TEACHER II	TCH2-540233-2013	12	22,149.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
249	TEACHER I	TCH1-540548-2012	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
250	TEACHER I	TCH1-558326-1998	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
251	TEACHER I	TCH1-558358-1998	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	LNHS
252	MASTER TEACHER I	MTCHR1-540094-2014	18	38,085.00	Bachelors degree in sec. edu.	4 hrs of relevant	1 year of relevant	RA 1080 (Teacher)	SJNHS
					BSED or its equivalent w/major and minor or Bachelor degree in Science with atleast 10 units in Arts & professional Education				
253	TEACHER III	TCH3-540018-2002	13	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1081	SJNHS
254	TEACHER I	TCH1-558463-1988	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	SJNHS
255	MASTER TEACHER II	MTCHR2-540007-2003	19	42,099.00	Bachelors degree in sec. edu.	8 hrs of relevant	2 years of relevant	PBET/LET RA1080	LNHS
					BSED or its equivalent w/major and minor or Bachelor degree in Science with atleast 10 units in Arts & professional Education				
256	TEACHER III	TCH3-545591-1998	13	24,224.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1081	ELEMENTARY
257	TEACHER I	TCH1-541286-2017	11	20,179.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080	ELEMENTARY
258	School Pincipal II	SP2-540280-2010	20	47,037.00	Bachelors degree in w/18 professional edu. units +6 units of management	40 hrs of relevant	1 yrs as Principal	RA 1080 (Teacher)	TNAS
					BSED;or Bachelors degree	Training		PMAT Passer	

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
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**THELMA C. QUITALIG, Ph.D., CESO V**

Schools Division Superintendent

DEPED, SDO-TACLOBAN CITY

(E-mail Address)




APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

RECEIVED  
APR 18 2018  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

  
ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Chief Administrative Officer	MGBB-CADOF-17-2004	24	73,299.00	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>
2	Supervising Geologist	MGBB-SVGEO-24-2014	22	58,717.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	16 hours of relevant training	3 years of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

RECEIVED  
APR 18 2018  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)
					Education	Training	Experience	Eligibility		
3	Geologist II	MGBB-GEOL2-42-2014	15	29,010.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations.</li> <li>◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare;</li> <li>◦ <u>Championing and Applying Innovation</u> Intermediate: Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices;</li> <li>◦ <u>Writing Effectively</u> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences;</li> <li>◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation.</li> </ul>	
4	Cartographer II	MGBB-CGR2-60-1998	8	16,282.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) 1st Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Basic: Demonstrates trustworthiness by protecting sensitive or confidential information, following required procedures, and honoring one's commitment to others or the organization;</li> <li>◦ <u>Delivering Service Excellence</u> Basic: Shows sense of urgency in attending to customer needs and requests by considering commitment to turn-around time;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Basic: Effectively distinguishes which problems or issues will require the help or intervention of the immediate superior or appropriate authority;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Basic: Focuses on assigned tasks, using available tools to keep track of status at regular intervals to ensure its completion;</li> <li>◦ <u>Championing and Applying Innovation</u> Basic: Demonstrates willingness in adapting to new approaches or technology applicable to work practices/systems and can articulate or defend the value of embracing these developments;</li> <li>◦ <u>Writing Effectively</u> Basic: Knows and uses basic business writing rules such as sentence structure, rules in grammar and techniques in word use and spelling; and</li> <li>◦ <u>Speaking Effectively</u> Basic: Actively participates in discussions and is appropriately assertive in expressing own ideas.</li> </ul>	

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO  
(Head of Agency) *WJ*


Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	P Ass
					Education	Training	Experience	Eligibility			
5	Engineer V	MGBB-ENG5-45-2014	24	73,299.00	Bachelor's degree in Engineering relevant to the Job	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080		<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>	MI Geo Bureau Office
6	Engineer III	MGBB-ENG3-90-1998	19	42,099.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>	MI Geo Bureau Office

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

  
ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Date: \_\_\_\_\_

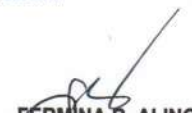
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Plac Assign
					Education	Training	Experience	Eligibility		
7	Engineer II	MGBB-ENG2-39-2014	16	31,765.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations.</li> <li>◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare;</li> <li>◦ <u>Championing and Applying Innovation</u> Intermediate: Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices;</li> <li>◦ <u>Writing Effectively</u> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences;</li> <li>◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation.</li> </ul>	Mines Geosci Bureau Office
8	Chief Science Research Specialist	MGBB-CSRS-5-1998	24	73,299.00	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>	Mines Geosci Bureau R Office N

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION REGION 8  
Request for Publication of Vacant Positions  
(Monthly Positions)



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Irrigation Administration Region 8 in the CSC website:

  
FERMINA B. ALING  
(Head of Agency)

Date: April 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Principal Engineer C	40-55	20	P 564,444.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	Engineering and Operations Section, Biliran-Leyte del Norte-Leyte del Sur IMO
1	Principal Engineer A	27-48	22	P 704,604.00	Bachelor's degree in Engineering relevant to the job	24 hours of relevant training	4 years of relevant experience	R.A. 1080	N/A	Operation and Maintenance Section, Balire-Ibawon-Gibuga RIS

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 May 10, 2018.

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
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Fermina B. Aling  
Acting Regional Manager  
NIA Region 8, Marasbaras, Tacloban City  
[hrmo.niaregion8@gmail.com](mailto:hrmo.niaregion8@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY NEDA REGIONAL OFFICE VIII  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

The NEDA Regional Office VIII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). For persons with disabilities, this office shall provide auxiliary aids and services.

In line with this, may we request the publication of the following vacant positions of NEDA Regional Office VIII in the CSC website:

  
BONIFACIO G. UY  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Economic Development Specialist	ODGB-SVEDS-45-1998	22	PhP58,717.00	Bachelor's Degree relevant to the Job	Sixteen (16) hours of relevant trainings	Three (3) years of relevant experience	Civil Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Delivering Results</li> <li>-Results Orientation</li> <li>-Planning and Organizing</li> <li>-Judgment and Decision Making</li> <li>-Change and Innovation</li> <li>• People Skills</li> <li>-Influencing</li> <li>-Leading and Development People</li> <li>-Communication</li> <li>-Teamwork</li> <li>• Public Service</li> <li>-Commitment to Public Service</li> <li>-Client Orientation</li> </ul>	Development Research Division (DRD)
2	Economic Development Specialist I	ODGB-EDS1-96-2014	13	PhP24,224.00	Bachelor's Degree relevant to the Job	None Required	None Required	Civil Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Delivering Results</li> <li>-Results Orientation</li> <li>-Planning and Organizing</li> <li>-Judgment and Decision Making</li> <li>-Change and Innovation</li> <li>• People Skills</li> <li>-Influencing</li> <li>-Leading and Development People</li> <li>-Communication</li> <li>-Teamwork</li> <li>• Public Service</li> <li>-Commitment to Public Service</li> <li>-Client Orientation</li> </ul>	Project Monitoring and Evaluation Division (PMED)

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 **May 10, 2018**.

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
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

\_\_\_\_\_  
Atty. Bonifacio G. Uy  
Regional Director  
\_\_\_\_\_  
NRO VIII, Government Center, Palo, Leyte  
\_\_\_\_\_  
[nro8@neda.gov.ph](mailto:nro8@neda.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
 NATIONAL POLICE COMMISSION  
 POLICE REGIONAL OFFICE VIII  
 Camp Kangleon, Palo, Leyte



**VACANT NUP POSITIONS**  
 As of April 4, 2018

Nr	Position/Title	Item Nr	SG	Slot	Plantilla	Qualification Standards			
						Education	Eligibility	Experience	Training
1	Aministrative Aide 4 (Clerk 2)	ADA4-426-2005	4	1	ORID	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	None required	None required
2	Statistician Aide	STATA-164-98	4	1	OROPD	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	None required	None required
3	Administrative Officer IV (Budget Officer II)	ADOF4-86-2005	15	1	ORCD	Bachelor's Degree	CSP; Second Level Eligibility	1 year of relevant experience	4 hours of relevant training
4	Aministrative Aide VI (Accounting Clerk 2)	ADAS6-644-2005	6	1	ORCD	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	None required	None required
5	Fingerprint Examiner II)	FPTX2-177-98	9	1	OCPO	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	1 year of relevant experience	4 hours of relevant training
6	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-345-2005	8	1	OCPO	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	1 year of relevant experience	4 hours of relevant training
7	Administrative Assistant I (Computer Operator I)	ADAS1-299-2005	7	1	LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required




Nr	Position/Title	Item Nr	SG	Slot	Plantilla	Qualification Standards			
						Education	Eligibility	Experience	Training
8	Statistician I	STATI-203-98	11	1	SPPO	Bachelor's Degree	Career Service Profession	None required	None required
9	Fingerprint Examiner II	FPTX2-2-131-98	9	1	SLPPO	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	1 year of relevant experience	4 hours of relevant training
10	Fingerprint Examiner II	FPTX2-2-130-98	9	1	ESPPO	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	1 year of relevant experience	4 hours of relevant training
11	Public Relations Assistant	PRELA-185-98	8	1	ESPPO	Completion of 2 years studies in college	Career Service (Subprofessional)	1 year of relevant experience	4 hours of relevant training
12	Administrative Aide 6 (Clerk 3)	ADAS6-1051-2005	6	1	BPPO	Completion of 2 years studies in College	Career Service (Subprofessional) First Level Eligibility	None required	None required
13	Administrative Assistant 1 (Computer Operator I)	ADAS1-2041-2013	7	1	Biliran MPS, BPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
14	Administrative Assistant 1 (Computer Operator I)	ADAS1-2056-2013	7	1	Balangiga MPS, ESPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
15	Administrative Assistant 1 (Computer Operator I)	ADAS1-2070-2013	7	1	Guiuan MPS, ESPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required

Nr	Position/Title	Item Nr	SG	Slot	Plantilla	Qualification Standards			
						Education	Eligibility	Experience	Training
16	Administrative Assistant 3 (Computer Operator II)	ADAS3-1072-2013	9	1	Calubian MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	1 year of relevant experience	4 hours of relevant training
17	Administrative Assistant 1 (Computer Operator I)	ADAS1-2141-2013	7	1	Kananga MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
18	Administrative Assistant 3	ADAS3-1081-2013	9	1	Jaro MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	1 year of relevant experience	4 hours of relevant training
19	Administrative Assistant 3	ADAS3-1086-2013	9	1	Leyte MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	1 year of relevant experience	4 hours of relevant training
20	Administrative Assistant 1 (Computer Operator I)	ADAS1-2145-2013	7	1	Leyte MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
21	Administrative Assistant 1 (Computer Operator I)	ADAS1-2147-2013	7	1	Mahaplag MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required


Nr	Position/Title	Item Nr	SG	Slot	Plantilla	Qualification Standards			
						Education	Eligibility	Experience	Training
22	Administrative Asist 3	ADAS3-1096-2013	9	1	San Isidro MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	1 year of relevant experience	4 hours of relevant training
23	Administrative Asist 3 (Computer Operator II)	ADAS3-1102-2013	9	1	Tolosa MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	1 year of relevant experience	4 hours of relevant training
24	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1180-2013	4	1	Tolosa MPS, LPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	MC 10, s. 2013 – Cat II)	None required	None required
25	Administrative Assistant 1 (Computer Operator I)	ADAS 1-2191-2013	7	1	Catarman MPS	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
26	Administrative Assistant 1 (Computer Operator I)	ADAS1-2293-2013	7	1	Liloan MPS, SLPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
27	Administrative Assistant 1 (Computer Operator I)	ADAS1-2296-2013	7	1	Maasin CPS	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required

Nr	Position/Title	Item Nr	SG	Slot	Plantilla	Qualification Standards			
						Education	Eligibility	Experience	Training
28	Admin Assistant I (Computer Operator I)	ADAS1-2307-2013	7	1	San Francisco MPS, SLPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
29	Admin Assistant I (Computer Operator I)	ADAS1-2254-2013	7	1	Pagsanghan MPS, SPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required
30	Admin Assistant I (Computer Operator I)	ADAS1-2262-2013	7	1	San Jose de Buan MPS, SPPO	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	None required	None required

Prepared by:

  
 NUP Anabella C Juanico  
 Admin Officer 5  
 NUP Supervisor

Certified Correct:

  
 DENNIS JOSE VILLAVORE  
 Police Superintendent  
 OIC, RPHRDD



Republic of the Philippines  
Province of Samar  
Municipality of Basey

**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Basey, Samar in the CSC website:

Electronic copy to be submitted to  
must be in MS Excel form

**RECEIVED**  
APR 12 2018  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE

**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place Assigned
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk II	31-2002	4	139,152.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Prof.) 1st level Elig.		Mun. Planning & Dev't. Office
2	Accounting Clerk II	47-2008	6	156,156.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Prof.) 1st level Elig.		Mun. Accounting Office
3	Agriculturist II	87-2002	15	328,668.00	Bachelor's Degree in Agriculture or other Allied Courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine.	One (1) year of Relevant Training	Four (4) hours of Relevant Experience	Relevant RA 1080		Mun. Agriculture Office

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 31-May-18

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
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor  
Local Government Unit - Basey, Samar  
[scorpijak@yahoo.com.ph](mailto:scorpijak@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
 Municipality of Pastrana  
 Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
 must be in MS Excel format

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Pastrana in the CSC website:



*Alvin T. Opiniano*  
 ALVIN T. OPINIANO, MD.  
 (Head of Agency)

Date: April 11, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Revenue Collection Clerk II	52	7'-1	10,191.00	Completion of two years studies in college.	None required	None required	Career Service (Sub-professional) First Level Eligibility		Municipal Treasurer's Office, Pastrana, Leyte
Administrative Aide I (Utility Worker I)	6	1'-1	6,811.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, CAT. III)		Office of the Mayor, Pastrana, Leyte

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 May 2, 2018.

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
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

*Alvin T. Opiniano*  
**ALVIN T. OPINIANO, MD.**  
 Municipal Mayor  
 Barangay District IV, Pastrana, Leyte  
[lgu\\_pastrana\\_leyte@yahoo.com](mailto:lgu_pastrana_leyte@yahoo.com)


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
 Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
 Request for Publication of Vacant Positions

**RECEIVED**  
 APR 24 2018 3:45 PM  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

CSC COMMISSION (CSC)

Request the publication of the following vacant position of LGU -San Miguel in the CSC website:

  
**CHEERYL ENRICA L. ESPERAS**  
 Municipal Mayor  
 Date: April 23, 2018

Position Title	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards					
				Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
Municipal Agriculturist	60	10	163,956.00	Bachelors Degree in Agriculture or other Allied Courses such as, Agricultural Engineering, Fishery Technology and Veterinary Medicine	None required	None required	RA 1080 (Second Level Eligibility)	1. Computer Literate 2. General livelihood and farm management duties to provide quality services to the farmers and other clientele	Office of the Municipal Agriculturist

Qualified applicants should signify their interest in writing. Attach the following to the application letter and send to the address below not later than April 30, 2018.


Accomplished Personal Data Sheet (PDS) with recent passport -sized picture (CS Form No. 212, Revised 2017) which can be download at [www.csc.gov.ph](http://www.csc.gov.ph);

Performance rating evaluation in the present position obtained in the last two rating periods (if applicable)

Authenticated copy of certificate of eligibility/rating/licence; and

Authenticated copy of Transcript of Records.

ALL APPLICANTS are advised to hand in or send through courier/email their application to:

  
**CHEERYL ENRICA L. ESPERAS**  
 Mayor  
 P.O. Box 100, Brgy. Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

**Republic of the Philippines**  
**U.P. VISAYAS Tacloban College**  
**Request for Publication of Vacant Positions**



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of U.P. Visayas Tacloban College in the CSC website:

**VIRGILDO E. SABALO**

(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV(Clerk II)	UPSB-ADA4-3063-2004	4-1	12,674/mo.	Completion of two(2) years years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Organize, index & maintain library information file	University of the Phils. Visayas Tacloban College

later than December 26, 2017.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

  
VIRGILDO E. SABALO

Dean

U.P. VISAYAS TACLOBAN COLLEGE

[ehcatalla@up.edu.ph](mailto:ehcatalla@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**