

**BULLETIN**  
**OF**  
**VACANT**  
**POSITIONS**  
**(Pursuant to R.A. 7041)**

**November 29, 2017**

**Date of Release**

**Published by:**

**Civil Service Commission**  
**Leyte Field Office I**  
**Palo, Leyte**

***2<sup>nd</sup> Floor Leyte Academic Center, Palo, Leyte***

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**Date Released: November 29, 2017**

Republic of the Philippines  
 Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
 Regional Arbitration Branch No. VIII  
 Tacloban City



**VACANCY ANNOUNCEMENT**  
**November 24, 2017**

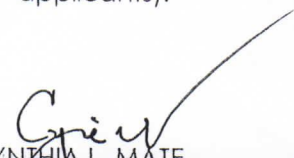
Plantilla No.	POSITION TITLE	SG	QUALIFICATION STANDARDS				POSTED IN WEBSITE
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>ADAS2-301-2004</b>	Administrative Assistant II (Bookkeeper)	8	Completion of two years studies in college	1 year relevant experience	4 hrs relevant training	CS Sub-Professional eligibility	8/9/2016 (1 <sup>st</sup> posting) 12/28/2016 (reposted) – 2 <sup>nd</sup> posting 8/24/2017 – 3 <sup>rd</sup> posting
<b>ADA6-246-2004</b>	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	1 year relevant experience	4 hrs relevant training	CS Sub-Professional eligibility	1/30/2017 – 1 <sup>st</sup> posting 8/24/2017 – 2 <sup>nd</sup> posting
<b>ADA6-284-2004</b>	Administrative Aide VI (Stenographer II)	6	Completion of two years studies in college	1 year relevant experience	4 hrs relevant training	CS Sub-Professional eligibility	1/30/2017 – 1 <sup>st</sup> posting 8/24/2017 – 2 <sup>nd</sup> posting

To all interested applicants, you may submit your Application Letter addressed to:

**AMELIA B. DOCENA**  
**EXECUTIVE LABOR ARBITER**  
 NATIONAL LABOR RELATIONS COMMISSION  
 Regional Arbitration Branch No. VIII  
 Tacloban City

Attach the following documents:

1. Comprehensive CSC Form 212 Personal Data Sheet (PDS);
2. Certificate of Eligibility;
3. Transcript of Records;
4. Diploma;
5. Certificate of Trainings;
6. Service Record (for government employee)/ Certificate of Employment with actual duties;
7. Latest 2x2 colored picture with white background
8. Performance Evaluation Rating for the last two (2) rating period (for government employee applicants).

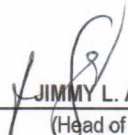
  
 CYNTHIA L. MATE  
 Administrative Officer V

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION REGION 8  
Request for Publication of Vacant Positions  
(Daily 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:

  
JIMMY L. APOSTOL  
(Head of Agency)

Date: November 22, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Daily Rate	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Sr. Engineer A	-	16	P 1,365.63/day	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One year of relevant experience	R.A. 1080	N/A	Leyte IMO & East-West Samar IMO
28	Engineer A	-	14	1,149.54/day	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One year of relevant experience	R.A. 1080	N/A	Regional Office, IMOs & NISs
1	Sr. Computer Operator	-	13	1,057.13/day	Bachelor's degree	None required	None required	CS Professional/Computer Operator (MC 11, s. 96 - Cat I) Second Level Eligibility	N/A	Regional Office
1	Economist A	-	13	1,057.13/day	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	N/A	Leyte IMO
28	Engineer B	-	12	972.13/day	Bachelor's degree in Engineering relevant to the job	None required	None required	R.A. 1080	N/A	Regional Office, IMOs & NISs
24	Irrigators' Development Officer A	-	12	972.13/day	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	N/A	Regional Office, IMOs & NISs
10	Sr. Accounting Processor A	-	12	972.13/day	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & Northern Samar IMO
1	Sr. Water Resources Facilities Technician	-	12	972.13/day	High school graduate or completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Mechanic (MC 11, s. 96 - Cat. I)	N/A	MPB RIS
16	Irrigators' Development Officer B	-	11	891.81/day	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	N/A	IMOs & NISs
3	Water Resources Facilities Technician	-	11	891.81/day	High school graduate or completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Mechanic (MC 11, s. 96 - Cat. I)	N/A	BHHD-BIG, BT & MPB RISs
30	Engineering Assistant A	-	10	828.04/day	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/Second Level Eligibility	N/A	Regional Office, IMOs & NISs
8	Sr. Accounting Processor B	-	10	828.04/day	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & IMOs

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Daily Rate	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	Foreman A	-	10	828.04/day	High school graduate or completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	None required (MC 11, s. 96 - Cat. III)	N/A	Regional Office & Northern Samar IMO
1	Collection Representative A	-	10	828.04/day	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	MPB RIS
5	Research Assistant A	-	10	828.04/day	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & East-West Samar IMO
1	Data Encoder-Controller	-	10	828.04/day	Completion of two years studies in college or high school graduate with relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/Data Encoder (MC 11, s. 96 - Cat I) First Level Eligibility	N/A	Regional Office
5	Heavy Equipment Operator	-	9	772.09/day	High school graduate or completion of relevant vocational/trade course	Four (4) hours of relevant training	One year of relevant experience	Heavy Equipment Operator (MC 11, s.96-Cat.I)	N/A	IMOs & NISs
3	Storekeeper B	-	9	772.09/day	Completion of two years studies in college	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	IMOs & NISs
8	Driver Mechanic A	-	9	772.09/day	High school graduate or completion of relevant vocational/trade course	Four (4) hours of relevant training	One year of relevant experience	Mechanic (MC 11, s. 96-Cat.I)	N/A	Regional Office, IMOs & NISs
1	Computer Operator	-	9	772.09/day	Completion of two years studies in college or high school graduate with relevant vocational/trade course	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional Data Encoder (MC 11, s. 96 - Cat I)/First Level Eligibility	N/A	East-West Samar IMO
2	Auto Mechanic A	-	9	772.09/day	High school graduate or completion of relevant vocational/trade course	Four (4) hours of relevant training	One year of relevant experience	Automotive Mechanic (Heavy Duty, MC 11, s.96-Cat. I)	N/A	Regional Office
9	Industrial Security Guard A	-	8	719.00/day	High school graduate	Four (4) hours of relevant training	One year of relevant experience	Security Guard License (MC11, s.96-Cat. II)	N/A	Regional Office, IMOs & NISs
3	Research Assistant B	-	8	719.00/day	Completion of two years studies in college	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & East-West Samar IMO
6	Accounting Processor A	-	8	719.00/day	Completion of two years studies in college	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & IMOs
6	Foreman B	-	8	719.00/day	High school graduate or completion of relevant vocational/trade course	Four (4) hours of relevant training	One year of relevant experience	None required (MC 11, s. 96 - Cat. III)	N/A	IMOs & NISs
6	Clerk Processor A	-	8	719.00/day	Completion of two years studies in college	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	East-West Samar & Northern Samar IMOs
7	Engineering Assistant B	-	8	719.00/day	Completion of two years studies in college	Four (4) hours of relevant training	One year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	Regional Office, IMOs & NISs

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Daily Rate	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Welder A	-	8	719.00/day	Elementary school graduate	Four (4) hours of relevant training	One year of relevant experience	Welder (MC 11, s. 96-Cat. I)	N/A	Regional Office & Leyte IMO
25	Driver Mechanic B	-	7	672.04/day	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC11, s. 96-Cat.1)	N/A	Regional Office, IMOs & NISs
5	Data Encoder	-	7	672.04/day	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	CS Sub-Professional/Data Encoder (MC 11, s. 96 - Cat I) First Level Eligibility	N/A	IMOs & NIS
14	Clerk Processor B	-	6	629.59/day	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility	N/A	Regional Office, IMOs & NISs
9	Engineering Aide A	-	6	629.59/day	High school graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Regional Office, IMOs & NISs
7	Survey Aide A	-	6	629.59/day	High school graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	IMOs & NIS
2	Auto Mechanic B	-	6	629.59/day	High school graduate or completion of relevant vocational/trade course	None required	None required	Automotive Mechanic (Heavy Duty, MC 11, s. 96-Cat. I)	N/A	Regional Office
7	Water Resources Facilities Operator B	-	6	629.59/day	High school graduate or completion of relevant vocational/trade course	None required	None required	Water Resource Facilities Operator (MC 11, s. 96-Cat. I)	N/A	BHHD-BIG, BT & MPB RISs
10	Accounting Processor B	-	6	629.59/day	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility	N/A	IMOs & NISs
6	Industrial Security Guard B	-	5	589.77/day	High school graduate	None required	None required	Security Guard License (MC11, s.96-Cat. II)	N/A	IMOs & NiS
6	Water Resources Facilities Tender B	-	4	552.50/day	Elementary school graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	BT RIS
6	Clerk Processor C	-	4	552.50/day	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility	N/A	Regional Office & MPB RIS
19	Utility Worker A	-	3	517.59/day	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Regional Office, IMOs & NISs
7	Utility Worker B	-	1	453.68/day	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	IMO & NISs

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Daily Rate	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

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 December 10, 2017.

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:

Jimmy L. Apostol  
Regional Manager  
NIA Region 8, Marasbaras, Tacloban City  
nia8ro@gmail.com

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

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

Republic of the Philippines  
Department of the Interior and Local Government  
**NATIONAL POLICE COMMISSION**  
Regional Office No. VIII  
760 Real St., Sagkahan District, Tacloban City  
Tel.# (053) 832-0684; Fax # (053) 888-0088



**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NATIONAL POLICE COMMISSION, Regional Office 8, Tacloban City in the CSC website:

**ATTY. JOHNSON G. REYES, CESE**  
(Head of Agency)

Date: 23-Nov-17

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 Administrative Officer	NAPOLCOMB-SADOF-35-2005	22	52,783.00	Bachelor's degree relevant to the job	16 Hours of relevant trainings	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Division
1	Planning Officer 1	NAPOLCOMB-PL01-6-1998	11	19,620.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Technical Services Division
1	Administrative Assistant I	NAPOLCOMB-ADAS1-35-2005	7	14,785.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Office of the Regional Director

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 December 8, 2017

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:

*for:*  
**ATTY. JOHNSON G. REYES, CESE**  
Acting Regional Director  
NATIONAL POLICE COMMISSION Regional Office 8 Tacloban City  
760 Real St., Sagkahan District, Tacloban City  
[www.napolcom8\\_a@yahoo.com](mailto:www.napolcom8_a@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





Republic of the Philippines  
PAROLE AND PROBATION ADMINISTRATION, REGION VIII  
Request for Publication of Vacant Positions



to: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Parole and Probation Administration, R8 in the CSC website:

*Ruth A. Catucod*  
**RUTH A. CATUCOD**  
AO IV  
Date: 11/13/2017

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	PPAB-ADA4-172-2005	4	12,155.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NO RELEVANT TRAINING REQUIRED	NO RELEVANT EXPERIENCE REQUIRED	Career Service Sub-Professional or any appropriate eligibility for first level position		Northern Samar, or Calbayog City, or Ormoc City
2	PPO I	PPAB-PROB1-42-2013	11	19,620.00	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	NONE REQUIRED	NONE REQUIRED	Career Service Professional (CSP) or RA 1080 or any appropriate eligibility for second level position		Within Region 8

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 November 30, 2017 .

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:

**ROSANA V. SOLITE**  
Regional-Officer-In-Charge  
Parole and Probation Administration, R8  
Bulwagan ng Katarungan  
Ramon Magsaysay Blvd.  
6500 Tacloban City, Leyte  
E-mail Address: [ppadojregionalofficeviii@gmail.com](mailto:ppadojregionalofficeviii@gmail.com)

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



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

Republic of the Philippines  
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY - Regional Office No. VIII**  
 Brgy. Abucay, Tacloban City  
**Request for Publication of Vacant Positions**

**CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office NO. VIII in the CSC website.

**TONI JUNE A. TAMAYO**  
 Regional Director

Date: October 26, 2017

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
ESD Specialist I	TESDA-OEOB-TESDS1-99-2017	P 23,257.00 - SG 13	279,084.00	Bachelor's Degree relevant to the job	Non Required	Non Required	Career Service Professional (2nd Level Eligibility)	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications	TESDA RO8 - ROD
Administrative Aide VI	TESDA-OEOB-ADA6-94-2017	P 13,851.00 - SG 6	166,212.00	Completion of two (2) years studies in College	Non Required	Non Required	Career Service Sub-Professional (1st Level Eligibility)	Work effectively in vocational education and training; Receive and respond to workplace communication; Work with others; Demonstrate work values; Practice basic housekeeping procedures	TESDA RO8 - FASD
Administrative Officer IV	TESDA-OEOB-ADOF4-141-2017	P 27,565.00 - SG 15	330,780.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)	Work effectively in vocational education and training; RParticipate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications; Prepare report	TESDA RO8 - Leyte
ESD Specialist II	TESDA-OEOB-TESDS2-334-2017	P 30,044.00 - SG 16	360,528.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications	TESDA RO8 - Leyte



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

Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY - Regional Office No. VIII  
Brgy. Abucay, Tacloban City  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office NO. VIII in the CSC website.

**TONI JUNE A. TAMAYO**  
Regional Director

Date: October 26, 2017

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
TESD Specialist II	TESDA-OEOB-TESDS2-335-2017	P 30,044.00 - SG 16	360,528.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications	TESDA RO8 - E. Samar
Administrative Officer IV	TESDA-OEOB-ADOF4-143-2017	P 27,565.00 - SG 15	330,780.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications; Prepare report	TESDA RO8 - E. Samar
Admin. Assistant III	TESDA-OEOB-ADAS3-166-2017	P 16,986.00 - SG 9	203,832.00	Bachelor's Degree relevant to the job	Non Required	One (1) year relevant experience	Career Service (Sub-Professional)/ Data Encoder (MC11, s. 96-Cat1) 1st Level Eligibility	Work effectively in vocational education and training; Perform computer operations; Compile records; Perform clerical procedures; Coordinate office programs and activities; Process disbursement documents	TESDA RO8 - Biliran
TESD Specialist II	TESDA-OEOB-TESDS2-337-2017	P 30,044.00 - SG 16	360,528.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)/RA 1080	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications	TESDA RO8 - RTC

Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY- Regional Office No. VIII  
Brgy. Abucay, Tacloban City  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office NO. VIII in the CSC website.

**TONI JUNE A. TAMAYO**  
Regional Director

Date: October 26, 2017

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 **November 17, 2017**.

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. Service Records;
3. List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates;
4. Performance Evaluation System (PES) Ratings for July to December 2016 and January to June 2017 for outside applicants or Individual Performance Commitment Review (IPCR) ratings for July to December 2016 and January to June 2017 for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
5. For government employee only: a copy of previous appointment;
6. Potential Assessment Forms to be accomplished by your Immediate Supervisor and one (1) Peer;
7. Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
8. Statement of duties and responsibilities for the positions held indicating the specified period covered (mm-dd-yy to mm-dd-yy);
9. Certified true copy of transcript of records/diploma; and
10. Certified true copy of Eligibility by CSC or PRC.

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.

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

**TONI JUNE A. TAMAYO - TESDA Regional Office No. VIII**  
Regional Director  
Brgy. Abucay, Tacloban City  
[region8@tesda.gov.ph](mailto:region8@tesda.gov.ph)

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



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Calubian  
- 000 -



**HUMAN RESOURCE MANAGEMENT OFFICE**

November 15, 2017

Dir. Rowin P. Riños  
Director III  
Leyte Field Office  
Civil Service Commission  
Palo, Leyte

SIR:


May we request for the publication in the CSC Bulletin of Vacant Position in the Government the hereunder vacant positions in our municipality to wit:

POSITION TITLE	ITEM NO.	SALARY GRADE	QUALIFICATION STANDARD			
			Education	Experience	Training	Eligibility
Mechanic I	73	SG-04	High School Graduate or Completion of relevant vocation/ trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)

Prepared By :

  
BERNADETTE C. MENDOZA  
HRMO - Designate

Approved :

  
HON. DOROTEO N. PALCONIT  
Municipal Mayor



Republic of the Philippines  
 Province of Leyte  
 MUNICIPALITY OF CARIGARA



POSITION TITLE	Item No.	SG	QUALIFICATION STANDARD			
			Education	Experience	Training	Eligibility
30 Administrative Aide III (Clerk 1 - Casual)		3	Completion of two years studies in college	None required	None Required	Career Service (Sub Professional) 1 <sup>st</sup> level eligibility
1 Administrative Aide III (Laborer II-Casual)		3	Must be able to Read and write	None required	None required	None required (MC II, s. 96-Cat II)
5 Administrative Aide III (Driver I-Casual)		3	Elementary Graduate	None required	None required	Driver's Licence (MC II, s. 96-Cat III)
5 Administrative Aide I (Laborer I - Casual)		1	Elementary Graduate	None required	None required	None required (MC II, s.96-Cat III)
Administrative Assistant III (Mechanic III)	111-2	9	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (MC II, s. 96-Cat I)
Midwife II	XI-11	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
Midwife II	XI-13	11	Completion of Midwifery Course	1year of relevant experience	4 hours of relevant training	RA 1080
Administrative Assistant III (Stenographer III)	11-18	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) 1 <sup>st</sup> Level Eligibility
Administrative Aide III (Driver I)	11-21	3	Elementary School Graduate	None required	None required	Driver License (MC II, s.96-Cat II)

Prepared by:

CRESCENTE E. PRECIA



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Municipality of Jaro  
 -oOo-

**RECEIVED**  
 NOV 13 2017 12:35pm  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

**HUMAN RESOURCE MANAGEMENT OFFICE**

November 2, 2017

**MR. LYSANDER G. NAVALES**

Director II  
 CSC Field Office  
 Palo Leyte

Dear Dir. Navales:

We would like to request for publication of vacant position in the CSC Bulletin of Vacant Positions in the Government.

POSITION TITLE	ITEM NO.	SG	QUALIFICATION STANDARDS			
			Education	Experience	Training	Eligibility
<b>Casuals</b>						
(21) Administrative Aide III (Clerk I)	-	3	Completion of 2 yrs. studies in College	1 year relevant experience	None	Sub-Prof. 1 <sup>st</sup> Level Eligibility
(6) Administrative Aide IV (Clerk II)	-	4	Completion of 2 yrs. studies in College	2 years relevant experience	None	Sub-Prof. 1 <sup>st</sup> Level Eligibility
(1) Administrative Aide VI (Accounting Clerk II)	-	6	Completion of 2 yrs. studies in College	2 years relevant experience	None	Sub-Prof. 1 <sup>st</sup> Level Eligibility
(7) Administrative Aide III (Driver I)	-	3	Elementary Graduates	1 year relevant experience	None	Driver's License
(1) Engineering Assistant	-	8	Completion of 2 yrs. studies in College	1 year relevant experience	None	Sub-Prof. or its equivalent
(3) Meat Inspector	-	6	Completion of 2 yrs. studies in College	1 year relevant experience	None	Sub-Prof. 1 <sup>st</sup> Level Eligibility
(1) Draftsman	-	6	High School grad. w/ relevant vocational/trade course or completion of 2 yrs. studies in college	1 year relevant experience	None	Sub-Prof. or its equivalent
(3) Nurse I	-	12	Nursing Graduate	None	None	R.A. 1080



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Jaro  
-oOo-



**HUMAN RESOURCE MANAGEMENT OFFICE**

November 9, 2017

**MR. LYSANDER G. NAVALES**  
Director II  
Civil Service Commission  
Leyte Field Office VIII  
Palo, Leyte


Dear Dir. Navales:

We would like to request for publication of vacant position in the CSC Bulletin of Vacant Positions in the Government.

POSITION TITLE	ITEM NO.	SG	QUALIFICATION STANDARDS			
			Education	Experience	Training	Eligibility
Accountant IV	MACCO -2	22	Bachelor's degree in Commerce/ Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080 (CPA)

Thank you and God bless!

Prepared by:

  
**THELMA B. ARGUILLES**  
Human Resource Mgt. Officer IV

Approved:

  
**ZHARINA D. CELEBRE**  
Municipal Mayor



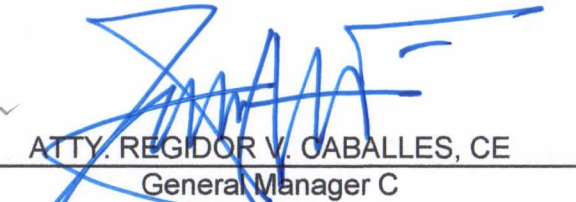


Electronic copy to be submitted to the CSC  
must be in MS Excel format

Republic of the Philippines  
METRO CARIGARA WATER DISTRICT  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

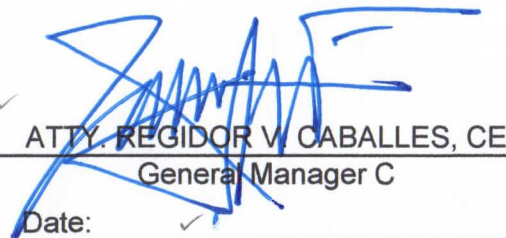
  
 ATTY. REGIDOR V. CABALLES, CE  
 General Manager C  
 Date: Nov 22, 2017

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Two (2) Electronics Communication System Operator C		6	Php166, 212.00	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational trade course	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District
Six (6) Project Planning and Development Assistant B		8	Php189, 816.00	Completion of two (2) yrs studies in college	4 hrs of relevant training	1 yr of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
Six (6) Clerk Processor C		4	Php145, 860.00	Completion of two (2) yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
Four (4) Storekeeper D		4	Php145, 860.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District
Four (4) Customer Service Assistant E		4	Php145, 860.00	Completion of two (2) yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
Four (4) Utility Worker B		1	Php 119, 772.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District

Republic of the Philippines  
**METRO CARIGARA WATER DISTRICT**  
**Request for Publication of Vacant Positions**

**CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

  
 ATTY. REGIDOR V. CABALLES, CE  
 General Manager C  
 Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Two (2) Driver		4	Php145, 860.00	Elementary School Graduate	None Required	None Required	Driver License None Required (MC 11, S. 96 - III)		Metro Carigara Water District
Four (4) Utilities Service Asst. E		4	Php145, 860.00	Completion of two (2) yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
Ten (10) Water Maintenance Man C		4	Php145, 860.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District
Four (4) Industrial Security Guard C.		3	Php136, 644.00	High School Graduate	None Required	None Required	Security Guard License (MC11, S. 96-Cat II)		Metro Carigara Water District

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 December 15, 2017.

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. REGIDOR V. CABALLES  
 General Manager C  
 Metro Carigara Water District  
[mcwd26@yahoo.com](mailto:mcwd26@yahoo.com)

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

Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **EASTERN VISAYAS STATE UNIVERSITY** in the CSC website:

*Signature*  
**DOMINADOR O. AGUIRRE, JR. DM**

University President

Date: November 10, 2017

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay/ Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Eligibility	Competency (if applicable)	
1	Registrar III	EVSUB-R3-10-2004	SG 18	428,316.00	Bachelor's Degree	2 year's relevant experience	Career Service Professional Second Level		EVSU Main Campus
2	Admin. Asst. I	EVSUB-ADAS1-16-2009	SG 07	177,420.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
3	Admin. Aide IV	EVSUB-ADA4-35-2008	SG 04	145,860.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
4	Admin. Aide IV	EVSUB-ADA4-48-2004	SG 04	145,860.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
5	Admin. Aide III	EVSUB-ADA3-67-2009	SG 03	136,644.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
6	Admin. Aide III	EVSUB-ADA3-77-2004	SG 03	136,644.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
7	Admin. Aide III	EVSUB-ADA3-80-2004	SG 03	136,644.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
8	Admin. Aide I	EVSUB-ADA1-16-2006	SG 01	119,772.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
9	Admin. Aide I	Casual ( 4 )			Completion of two years in college or High School Graduate	None required	None required		EVSU Main Campus
10	Admin. Aide III	Casual ( 6 )			Completion of two years in college or High School Graduate	None required	None required		EVSU Main Campus

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 **December 15, 2017**.

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/e-mail their application to

*Signature*  
**DOMINADOR O. AGUIRRE, JR. DM**

University President

EVSU, Salazar Street, Quarry District, Tacloban City

[evsuhrho16@yahoo.com](mailto:evsuhrho16@yahoo.com)



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY- CARIGARA CAMPUS**  
Carigara, Leyte



November 10, 2017

**DIR. ROWIN P. RIÑOS**  
Director III, CSC Leyte Field Office  
Candahug, Palo, Leyte

Dear Dir. Riños:

We would like to request for publication of the position in the Bulletin of Vacant Position in the Government.

POSITION TITLE	ITEM NO.	SG LEVEL		QUALIFICATION STANDARD			
				Education	Experience	Training	Eligibility
REGISTRAR I	EVSUB-R121-2004	11	1	Bachelor's degree	None required	None required	Career Service (Professional Second Level Eligibility)
WATCHMAN I	EVSUB-WCHM1-93-2004	02	1	Elementary Graduate	None required	None required	None required

Prepared by:

*Rosabella A. Ferreras*  
**ROSABELLA A. FERRERAS**  
HRMO-designate

Noted by:

*Petronila D. Tila-On*  
**PETRONILA D. TILA-ON, Ph.D.**  
Campus Director



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY- CARIGARA CAMPUS**  
Carigara, Leyte



November 21, 2017

**DIR. ROWIN P. RIÑOS**  
Director III, CSC Leyte Field Office  
Candahug, Palo, Leyte

Dear Dir. **Riños**:

We would like to request for publication of the position in the Bulletin of Vacant Position in the Government.

POSITION TITLE	ITEM NO.	SG	QUALIFICATION STANDARD			
			Education	Experience	Training	Eligibility
ASSISTANT PROFESSOR I	EVSUB-AP1-17-2009	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (For courses requiring BAR or BOARD eligibility)
ASSISTANT PROFESSOR I	EVSUB-AP1-9-2016	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (For courses requiring BAR or BOARD eligibility)

Prepared by:

*Rosabella A. Ferreras*  
**ROSABELLA A. FERRERAS**  
HRMO-designate