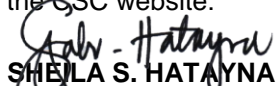


Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:


SHEILA S. HATAYNA
HRMO II

Date: April 8, 2024

No	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Provincial Government Department Head (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT OFFICER)	294	26	104,436.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None required	5 years experience in environmental and natural resources management, conservation and utilization	First grade or its equivalent		Provincial Environment and Natural Resources Management Office
2	MEDICAL OFFICER IV	619	23	80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Pintuyan District Hospital
3	MEDICAL OFFICER III	564	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Anahawan District Hospital

4	ADMINISTRATIVE OFFICER I	282	10	20,858.00	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility		Provincial Veterinary Services Office
5	FARM WORKER II	264	4	14,027.00	Elementary school graduate	None required	None required	None required (MC 11,s. 96-Cat. III)		Provincial Agricultural Services 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 **April 23, 2024**.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,
Asuncion, Maasin City, Southern Leyte
6600

hrmoofficeso.leyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.