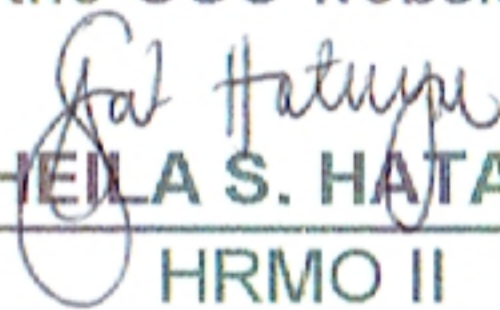


Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

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: Jan. 21, 2019

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	Administrative Officer II (Local Assessment Operation officer I)	182	11	18,161.00	Bachelor's degree	None required	None required	Career Service Professional		Provincial Assessor's Office
2	Administrative Officer IV (Local Assessment Operation officer II)	180	15	26,109.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Provincial Assessor's Office
3	Administrative Aide IV (Assessment Clerk I)	184	4	11,407.00	Completion of two years studies in college	None required	None required	Career Service Sub-professional		Provincial Assessor's Office
4	Administrative Aide I (Laborer I)	190,191	1	9,459.00	Must be able to read and write	None required	None required	None required		Provincial Assessor's Office

5	Administrative Aide IV (Taxmapping Aide)	186,187	4	11,407.00	High school graduate or completion of relevant vocational/ trade course	None required	None required	None required		Provincial Assessor's Office
6	Administrative Aide IV (Storekeeper I)	189	4	11,407.00	Elementary school graduate	None required	None required	None required		Provincial Assessor's Office
7	Nurse I	746,747	10	18,718.00	Bachelor of Science in Nursing	None required	None required	RA 1080		Padre Burgos Community Hospital
8	Pharmacist I	446	10	18,718.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080		SOYMPH
9	Provincial Government Department Head I (Provincial Budget Officer)	125	26	82,897.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	5 years experience in government budgeting or in any related field	None required	First grade or its equivalent		Provincial Budget Office
10	Medical Officer III	723	18	38,085.00	Doctor of Medicine	None required	None required	RA 1080		Hinunangan Community Hospital
11	Medical Officer IV	651,653	20	47,037.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Sogod District Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.