

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Leyte in the CSC website:

*Rhodora G. Bonifacio*  
RHODORA G. BONIFACIO

Date: August 15, 2023

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	Local Assessment Operations Officer III	14	18	P46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	RA 1080 (Real State Service)		Provincial Assessor's Office
2	Local Assessment Operations Officer III	15	18	P46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	RA 1080 (Real State Service)		Provincial Assessor's Office
3	Local Assessment Operations Officer III	23	18	P46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	RA 1080 (Real State Service)		Provincial Assessor's Office
4	Assessment Clerk II	10	6	P17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) 1st Level Eligibility		Provincial Assessor's Office
5	Administrative Assistant V (Comm. Equipt. Optr. IV)	5	11	P27,000.00	Completion of relevant 2 years studies in college or High School Graduate with relevant Vocational/Trade Course	8 hours of relevant training	2 years of relevant experience	Appropriate License (MC 10, s. 2013-Cat. II)		Leyte Law Enforcement Communication System
6	Administrative Aide VI (Utility Foreman)	44	6	P17,553.00	Elementary School Graduate	None required	None required	None required (MC10 s. 2013-Cat. III)		Ormoc 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 August 30, 2023

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 last rating period (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).

QUALIFIED APPLICANTS are advised to address their application to GOVERNOR CARLOS JERICO L. PETILLA and hand in or send through courier/email to:

Rhodora G. Bonifacio  
SAO/HRMO  
Provincial Government of Leyte  
West Bypass Road, Palo, Leyte  
[rhodrabonifacio@yahoo.com](mailto:rhodrabonifacio@yahoo.com) / [rhodrabonifacio@gmail.com](mailto:rhodrabonifacio@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.