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(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  
HRMO

Date: August 17, 2021

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	Statistician II	21	15	P33,575.00	Bachelor's degree relevant to the job	1 year of relevant training	4 hours of relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Planning and Development Office
2	Administrative Officer III (Supply Officer II)	21	14	P30,799.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Engineer's Office
3	Economist II	20	15	P33,575.00	Bachelor's degree relevant to the job	1 year of relevant training	4 hours of relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Planning and Development Office
4	Heavy Equipment Operator II	178	6	P16,200.00	High School Graduate	None required	None required	Heavy Equipment Operator (MC10 s. 2013-Cat. II)		Provincial Engineer's Office
5	Community Development Assistant II	4	9	P19,593.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-Professional 1st Level Eligibility		Provincial Environment and Natural Resources Office
6	Community Development Assistant I	13	7	P17,179.00	Completion of two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Environment and Natural Resources Office
7	Mechanic II	24	6	P16,200.00	High School Graduate or completion of relevant Vocational/Trade Course	None required	None required	Mechanic (MC 10 s. 2013-Cat.II)		Ormoc District Hospital
8	Administrative Aide I (Utility Worker I)	30	1	P12,034.00	Must be able to read and write	None required	None required	None required (MC10 s. 2013-Cat.III)		Ormoc District Hospital
9	Draftsman I	38	6	P16,200.00	Completion of relevant two years studies in college or High School Graduate with relevant vocational/trade Course	None required	2 years relevant experience	Draftsman (MC 10 s. 2013-Cat.II)		Provincial Assessor's Office
10	Cook I	59	3	P13,572.00	Elementary School Graduate	None required	None required	None required (MC10 s. 2013-Cat. III)		Leyte Provincial Hospital
11	Prison Guard I	27	5	P15,275.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
12	Prison Guard II	6	7	P17,179.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office

13	Engineer III	45	19	P48,313.00	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	R.A 1080	Provincial Engineer's Office
14	Administrative Aide III (Utility Worker II)	68	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013-CAT. III)	Burauen District Hospital
15	Administrative Officer V (Budget Officer III)	3	18	P43,681.00	Bachelor's degree relevant to the job	2 years of relevant training	8 hours of relevant experience	Career Service (Professional) 2nd Level Eligibility	Provincial Budget Office
16	Administrative Officer III (Cashier II)	33	14	P30,799.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility	Provincial Treasurer's Office
17	Administrative Aide III (Driver I)	12	3	P13,572.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC10, s. 2013-Cat. IV)	Provincial Governor's Office
18	Agricultural Technician II	45	8	P18,251.00	Completion of two years studies in college	4 Hours relevant training	1 Year relevant experience	CSC Sub-Professional 1st Level Eligibility	Office of the Provincial Agriculturist (Devolved)
19	Administrative Aide VI (Communications Equipment Operator II)	3	6	P16,200.00	Completion of relevant 2 years studies in college or High School Graduate with relevant Vocational/Trade Course	None required	None required	Communications Equipment operator (MC 10 s. 2013-Cat.II)	Leyte Law Enforcement Communication System
20	Administrative Aide III (Utility Worker II)	197	3	P13,572.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013-CAT. III)	Provincial Engineer's Office
21	Administrative Aide I (Utility Worker I)	41	1	P12,034.00	Must be able to read and write	None required	None required	None required (MC10 s. 2013-Cat.III)	Provincial Governor's Office
22	Midwife II	88	11	P23,877.00	Completion of the Midwifery Course	4 hours relevant training	1 year relevant experience	R.A. 1080	Leyte Provincial Hospital
23	Agricultural Center Chief I	50	18	P43,681.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional) 2nd Level Eligibility	Office of the Provincial Agriculturist (Devolved)
24	Administrative Officer IV (HRMO II)	15	15	P33,575.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility	Provincial Governor's 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 September 1, 2021.

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.

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

**RHODORA G. BONIFACIO**  
 SAO/HRMO  
 Provincial Government of Leyte  
 Senator Enage St., Tacloban City  
[pgohr123@gmail.com](mailto:pgohr123@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Provincial Government Department Head (Provincial Agriculturist)	1	26	P111,742.00	Bachelor's degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	5 years acquired experience in agriculture or in any related field	Relevant RA 1080		Office of the Provincial Agriculturist (organic)
	Provincial Government Assistant Department Head	2	24	P86,742.00	Bachelor's degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 years acquired experience in agriculture or in any related field	Relevant RA 1080		Office of the Provincial Agriculturist (organic)

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