

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

HRMO

Date: September 20, 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 (Administrative Officer I)	6	11	P20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Provincial Legal Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	40	6	P14,847.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		Provincial Governor's Office
3	CARPENTER FOREMAN	69	8	P16,758.00	High School Graduate or completion of relevant Vocational/Trade Course	4 Hours relevant training	1 year relevant experience	Carpenter (MC 11 s. 96-Cat.I)		Provincial Treasurer's Office
4	ADMINISTRATIVE AIDE III (Driver I)	3	3	P12,466.00	Elementary School Graduate	None required	None required	Driver's License (MC11, s. 96-Cat. III)		Provincial Warden's Office
5	ADMINISTRATIVE AIDE III (Driver I)	122	3	P12,466.00	Elementary School Graduate	None required	None required	Driver's License (MC11, s. 96-Cat. III)		Provincial Engineer's Office
6	ADMINISTRATIVE AIDE III (Driver I) Ambulance Driver	15	3	P12,466.00	Elementary School Graduate	None required	None required	Driver's License (MC11, s. 96-Cat. III)		Leyte Provincial 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 October 15, 2019.

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 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

Senator Enage St., Tacloban City

rhodorabonifacio@yahoo.com/lesliepaglinawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.