

Republic of the Philippines
PGO 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 PGO LEYTE in the CSC website:


MARILYN C. ROSEÑO
AO III/HRMO

Date: Wednesday, 27 September 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	Administrative Officer V (Administrative Officer III)	22	18	46725	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second level eligibility		Sangguniang Panlalawigan
	xxxx									

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 12, 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;
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 hand in or send through courier/email their application to:

MARILYN C. ROSEÑO

AO III/HRMO

Sangguniang Panlalawigan, Province of Leyte

Senator Enage St., Tacloban City

marie21april@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Legislative Staff Officer III	15	16	39672	Bachelors degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	Career Service (Professional) Second level eligibility		Sangguniang Panlalawigan
2	Administrative Aide VI (Clerk III)	18	6	17553	Completion of 2 yrs studies in college	none required	none required	Caree Service (Subprofessional) First Level Eligibility		Sangguniang Panlalawigan
3	Administrative Assistant V (Stenographic Reporter III)	36	11	27000	Completion of 2 yrs studies in college	8 hrs of relevant training	2 yrs of relevant experience	Caree Service (Subprofessional) First Level Eligibility		Sangguniang Panlalawigan

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