

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: December 11, 2020

| 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 | Draftsman I | 40 | 6 | P15,524.00 | Completion of relevant two years studies in college or High School Graduate with relevant vocational/trade Course | None required | None required | Draftsman (MC 10 s. 2013-Cat.II) | | Provincial Engineer's Office |
| 2 | Midwife III | 41 | 13 | P26,754.00 | Completion of Midwifery Course | 8 Hours relevant training | 2 Years relevant experience | R.A. 1080 | | Provincial Health Office |
| 3 | Administrative Aide I (Utility Worker I) | 26 | 1 | P11,551.00 | Must be able to read and write | None required | None required | None required (MC10 s. 2013-Cat.III) | | Leyte Provincial Hospital |
| 4 | Administrative Aide I (Utility Worker I) | 30 | 1 | P11,551.00 | Must be able to read and write | None required | None required | None required (MC10 s. 2013-Cat.III) | | Leyte Provincial Hospital |
| 5 | Administrative Aide I (Utility Worker I) | 26 | 1 | P11,551.00 | Must be able to read and write | None required | None required | None required (MC10 s. 2013-Cat.III) | | Abuyog District Hospital |
| 6 | Administrative Aide VI (Buyer II) | 53 | 6 | P15,524.00 | Completion of Two Years Studies in College | None Required | None Required | CSC Sub-Professional 1st Level Eligibility | | Provincial Treasurer's Office |
| 7 | Construction and Maintenance Foreman | 134 | II | P17,505.00 | High School Graduate | 4 Hours relevant training | 1 year relevant experience | None required (MC10 s. 2013-Cat. III) | | Provincial Engineer's Office |
| 8 | Administrative Officer V (Administrative Officer III) | 56 | 18 | P42,159.00 | Bachelor's Degree | 8 Hours relevant training | 2 Years relevant experience | Career Service (Professional) 2nd Level Eligibility | | Provincial Treasurer's Office |
| 9 | Administrative Aide III (Utility Worker II) | 79 | 3 | P13,019.00 | Must be able to read and write | None required | None required | None required (MC 10, s.2013-CAT. III) | | Northeastern Leyte District Hospital (Calubian, Leyte) |

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|----|--|-----|----|------------|---|---------------------------|----------------------------|---|--|
| 10 | Administrative Aide VI (Utility Foreman) | 23 | 5 | P15,524.00 | Elementary School Graduate | None required | None required | None required (MC 11, s. 96-Cat. III) | Dr. Manuel B. Veloso Memorial Hospital (Palompon, Leyte) |
| 11 | Administrative Officer I (Records Officer I) | 31 | 10 | P20,219.00 | Bachelor's Degree | None required | None required | Career Service (Professional) 2nd Level Eligibility | Provincial Treasurer's Office |
| 12 | Carpenter II | 74 | 5 | P14,641.00 | Elementary School Graduate | None required | None required | Carpenter (MC 10 s. 2013-Cat.II) | Provincial Treasurer's Office |
| 13 | Farm Worker I | 113 | 2 | P12,276.00 | Elementary School Graduate | None required | None required | None required (MC10 s. 2013-Cat. III) | Office of the Provincial Agriculturist (Devolved) |
| 14 | Farm Worker I | 28 | 2 | P12,276.00 | Elementary School Graduate | None required | None required | None required (MC10 s. 2013-Cat. III) | Office of the Provincial Agriculturist (Devolved) |
| 15 | Agricultural Technician II | 34 | 8 | P17,505.00 | 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) |
| 16 | Agricultural Technician II | 38 | 8 | P17,505.00 | 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) |
| 17 | Administrative Assistant II (Accounting Clerk III) | 16 | 8 | P17,505.00 | Completion of relevant 2 years studies in college | 4 Hours relevant training | 1 Year relevant experience | CSC Sub-Professional 1st Level Eligibility | Provincial Engineer's Office |
| 18 | Prison Guard I | 26 | 5 | P14,641.00 | Completion of relevant 2 years studies in college | None required | None required | CSC Sub-Professional 1st Level Eligibility | Provincial Warden's Office |
| 19 | Dental Aide | 63 | 4 | P13,807.00 | High School Graduate | None required | None required | None required (MC10 s. 2013-Cat. III) | Burauen District Hospital |
| 20 | Nurse I | 62 | 11 | P22,316.00 | Bachelor of Science in Nursing | None required | None required | R.A. 1080 | Dr. Manuel B. Veloso Memorial Hospital (Palompon, Leyte) |
| 21 | Administrative Officer I (Records Officer I) | 9A | 10 | P20,219.00 | Bachelor's Degree | None required | None required | Career Service (Professional) 2nd Level Eligibility | 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 December 26, 2020

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
 Provincial Government of Leyte
 Senator Enage St., Tacloban City
rhodora.g.bonifacio@yahoo.com/lesliepaullinawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.