

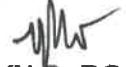
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Republic of the Philippines
PROVINCE OF LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the OFFICE OF SANGGUNIANG PANLALAWIGAN-LEYTE




MARILYN C. ROSEÑO
Administrative Officer II

Date: **DEC 13 2019**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III	26	SG-9	215,700.00	Completion in 2 yrs studies in College	4 hrs of relevant training	1 yr of relevant experience	CS SubProf (1st level eligibility)		SP-Leyte
2	Administrative Officer III	24	SG-14	333,060.00	Bachelors degree	4 hrs of relevant training	1 yr of relevant experience	CS Prof (2nd level)		SP-Leyte
3	Administrative Officer V	22	SG-18	487,644.00	Bachelors degree	8 hrs of relevant training	2 yr of relevant experience	CS Prof (2nd level)		SP-Leyte
4	Administrative Aide 1		SG-1	132,816.00	At least high sch graduate	not necessary	not necessary	not necessary		SP-Leyte

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 _____

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 present position for one (1) year (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:

ATTY. CARLO P. LORETO
Vice-Governor
Legislative Bldg., Capitol Grounds
Tacloban City, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.