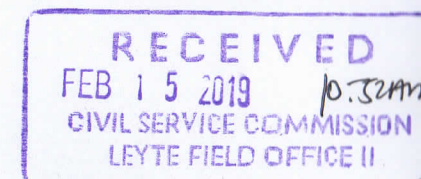


Republic of the Philippines
PROVINCE OF LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

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


MARILYN C. ROSEÑO

Administrative Officer II

Date:

FEB 15 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 Aide 1		SG-1	477.72/day	At least high sch	Not necessary	Not necessary	Not necessary		SP- Leyte
2	Administrative Assistant III		SG-9	209,676.00	Completion of 2	4 hrs of relevant t	1 yr of relevant experienc	CS Subprof(1st level eligibility)		SP- Leyte
3	xxxxxxxxxxxxxxxx				Yrs studies in college	training				
4										
5										

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.