

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 which are authorized to be filled at the Office of the Sangguniang Panlalawigan, Province of Leyte


MARILYN C. ROSEÑO

Administrative Officer III/HRMO

Date: **OCT 18 2021**

No.	Position Title	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	21	SG-11	23,877.00	Bachelors degree	none required	none required	CS Prof (2nd level)		SP-Leyte
2	Administrative Officer V	22	SG-18	43,681.00	Bachelors degree	8 hrs of relevant training	2 yrs of relevant experience	CS Prof (2nd level)		SP-Leyte
3	Board Secretary III	23	SG-20	54,251.00	Bachelors degree	8 hrs of relevant training	2 yrs of relevant experience	CS Prof (2nd level)		SP-Leyte
4	Administrative Aide 1		SG-1	12,034.00	At least high school 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 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:

ATTY. CARLO P. LORETO

Vice-Governor

Legislative Bldg., Capitol Grounds

Tadoban City, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.