

Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:

Sheila S. Hatayna
SHEILA S. HATAYNA
HRMO II

Date: Jan. 22, 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	PROVINCIAL GOVERNMENT DEPARTMENT HEAD I (Provincial Disaster Risk Reduction and Management Officer)	195	26/1	96,700.00	Bachelor's degree	32 hours of Training in management and supervision on DRRM	5 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ 2nd level eligibility		PDRRMO
2	INTERNAL AUDITOR V	19	24/1	75,065.00	Master's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional/ 2nd level eligibility		Internal Audit Services Office

3	INTERNAL AUDITING ASSISTANT	20	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service Sub-Professional / 1st level eligibility		Internal Audit Services Office
4	AQUACULTURIST II	296	15/1	27,478.00	Bachelor of Science in Fisheries (BSF) or BS in Fishery Education (BSFE), or other baccalaureate in fisheries and allied courses as provided for under PRC Resolution No. I, series of 2002	4 hours of relevant Training	One (1) year experience in the formulation and implementation of fisheries plans, programs/projects or other related work	RA 1080 (Fishery Technologists)		PENRMO
5	ADMINISTRATIVE ASSISTANT II (Community Affairs Assistant II)	302	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service Sub-Professional / 1st level eligibility		PENRMO
6	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	301	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service Sub-Professional / 1st level eligibility		PENRMO

7	ADMINISTRATIVE OFFICER V	86	24/1	75,065.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional/ 2nd level eligibility		PGSO
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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:

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,
Asuncion, Maasin City, Southern Leyte 6600

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.