

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
SHIELA S. HATAYNA
HRMO II

Date: Jan. 27, 2020

| N o. | 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 | ADMINISTRATIVE OFFICER IV (Accountant II) | 138 | 15/1 | 27,478.00 | Bachelor's degree in Commerce/Busi- ness Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (CPA) | | Provincial Accounting & Internal Audit Services Office |
| 2 | ADMINISTRATIVE ASSISTANT II (Bookkeeper) | 140 | 8/1 | 15,082.00 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) , First Level Eligibility | | PAIASO |
| 3 | ADMINISTRATIVE AIDE IV (Accounting Clerk I) | 145,146, 157 | 4/1 | 11,893.00 | Completion of two years in college | None required | None required | Career Service (Subprofessional) , First Level Eligibility | | PAIASO |
| 4 | ADMINISTRATIVE AIDE IV (Clerk I) | 150 | 3/1 | 11,219.00 | Completion of two years in college | None required | None required | Career Service (Subprofessional) , First Level Eligibility | | PAIASO |

| | | | | | | | | | | |
|---|--|-----|------|-----------|---|------------------------------|-------------------------------|---|--|--|
| 5 | ACCOUNTANT II | 151 | 15/1 | 27,478.00 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (CPA) | | Provincial Accounting & Internal Audit Services Office |
| 6 | ADMINISTRATIVE OFFICER III (Records Officer II) | 152 | 14/1 | 24,980.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional), Second Level Eligibility | | PAIASO |

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.