

**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: March 13, 2024

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	ADMINISTRATIVE AIDE VI (Stenographer II)	218	6	15,798.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Prosecutor's Office
2	ADMINISTRATIVE AIDE IV (Clerk II)	219	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Prosecutor's Office
3	ADMINISTRATIVE AIDE II (Bookbinder I)	220	2	12,437.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III, as amended)		Provincial Prosecutor's Office

4	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Agriculturist)	236	26	104,436.00	Bachelors degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	5 years experience in Agriculture or in a related field	Relevant RA 1080		Provincial Agricultural Services Office
5	PROVINCIAL GOVERNMENT ASSISTANT DEPARTMENT HEAD	237	24	81,070.00	Bachelor's degree	24 hours of training in Management and Supervision	4 years in position/s involving Management and Supervision	Career Service (Professional) Second level eligibility		Provincial Agricultural Services Office
6	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Social Welfare and Development Officer)	221	26	104,436.00	Bachelor's degree in Social Work	None required	5 years experience in the practice of Social Work	RA 1080 (Social Work)		Provincial Social Welfare Development Office
7	ADMINISTRATIVE AIDE VI (Cash Clerk II)	765	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Pintuyan District Hospital

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 **March 28, 2024**.

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](http://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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all

levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identify and expression(SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

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***Sheila S. Hatayna***

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HRMO II

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

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[hrmoofficeso.leyte@gmail.com](mailto:hrmoofficeso.leyte@gmail.com)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**