


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:


JOSELITO E. RABI
HRMO-Designate

Date: _____

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 Officer V (Human Resource Management Officer III)	72	18/1	36,573.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant training	CS-Professional (2nd level Eligibility)		Provincial Administrator's Office
2	Administrative Assistant II (Draftsman I)	318	6/1	13,362.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS-Sub-Professional, Draftsman or Illustrator (MC 11,s.96-Cat. I) First Level Eligibility		Provincial Engineer's Office
3	Administrative Aide IV (Driver II)	11	4/1	11,893.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11,s.96-Cat. II)		Provincial Governor's Office
4	Administrative Aide I (Utility Worker I)	122	1/1	9,961.00	Must be able to read and write	None Required	None Required	None Required (MC 11,s.96-Cat. III)		Provincial General Services Office

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:

Joselito E. Rabi

HRMO-Designate

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

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.