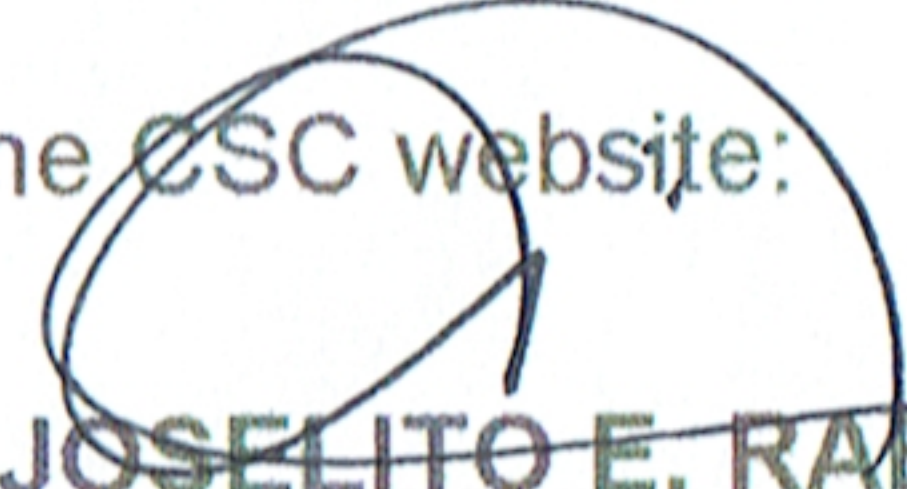



Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

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 III

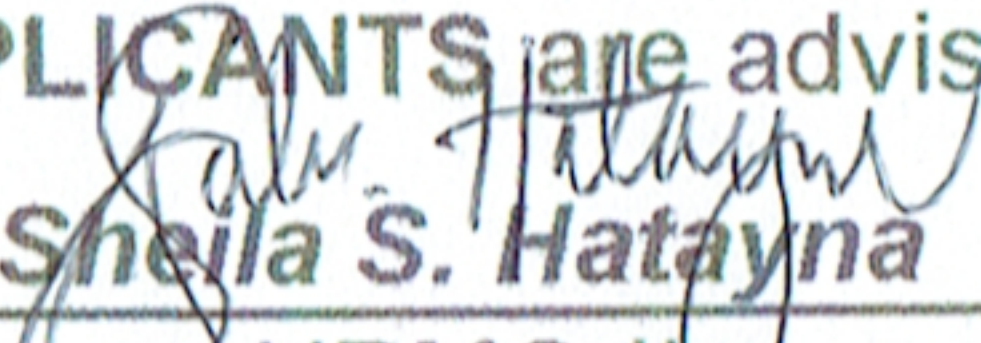
Date: _____

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	CARPENTER I	365	3/1	11,219.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s. 96 Cat. I)		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:


Sheila S. Hatayna

HRMO II

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

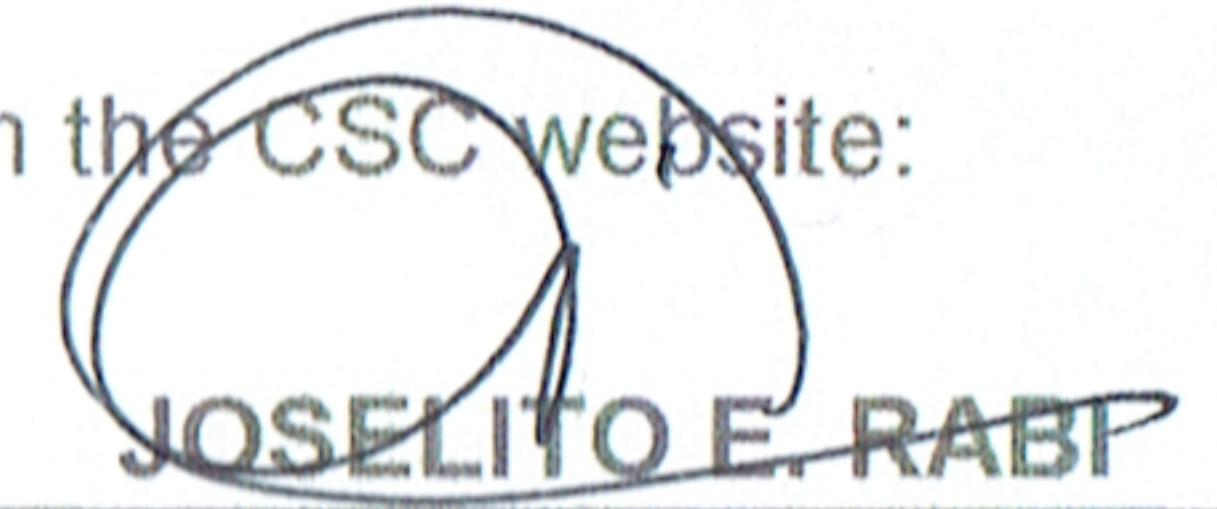
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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. RABT

HRMO III

Date: 1-5-2021

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 ASSISTANT I (Computer Operator I)	203	7/1	14,164.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility		Provincial Disaster Risk Reduction Management Office
2	ADMINISTRATIVE ASSISTANT II (Local Disaster Risk Reduction and Management Assistant)	202	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (SubProfessional) First level eligibility		Provincial Disaster Risk Reduction Management Office

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