

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
HRMO II

Date: January 12, 2023

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	ENGINEER IV	309	22	62,967.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 (Engineer)		Provincial Engineering Services Office
2	CONSTRUCTION AND MAINTENANCE GENERAL FOREMAN	324	11	22,895.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
3	CONSTRUCTION AND MAINTENANCE FOREMAN	327	8	17,098.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office

4	CONSTRUCTION AND MAINTENANCE CAPATAZ	333	5	14,318.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
5	ADMINISTRATIVE AIDE III (Clerk I)	334	3	12,713.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional),First level eligibility		Provincial Engineering Services Office
6	ADMINISTRATIVE AIDE III (Clerk I)	335	3	12,713.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional),First level eligibility		Provincial Engineering Services Office
7	CONSTRUCTION AND MAINTENANCE MAN	339	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
8	CONSTRUCTION AND MAINTENANCE MAN	342	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
9	CONSTRUCTION AND MAINTENANCE MAN	343	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office

10	CONSTRUCTION AND MAINTENANCE MAN	348	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
11	CONSTRUCTION AND MAINTENANCE MAN	349	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
12	CONSTRUCTION AND MAINTENANCE MAN	351	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
13	CONSTRUCTION AND MAINTENANCE MAN	357	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III,as amended)		Provincial Engineering Services Office
14	ADMINISTRATIVE AIDE V (Carpenter II)	361	5	14,318.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s.96-Cat.I)		Provincial Engineering Services Office
15	ADMINISTRATIVE AIDE III (Carpenter I)	365	3	12,713.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s.96-Cat.I)		Provincial Engineering Services Office
16	ADMINISTRATIVE AIDE III (Carpenter I)	366	3	12,713.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s.96-Cat.I)		Provincial Engineering Services Office

17	ADMINISTRATIVE AIDE III (Carpenter I)	367	3	12,713.00	Elementary school graduate	None required	None required	Carpenter (MC 11, s.96-Cat.I)	Provincial Engineering Services Office
18	ADMINISTRATIVE AIDE I (Utility Worker I)	368	1	11,265.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III,as amended)	Provincial Engineering 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 **January 27, 2023**.

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.
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 identity and expression (SOGIE).

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.