

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: February 17, 2020

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 I (Supply Officer I)	511	10/1	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		SALVACION OPPUS YÑIGUEZ MEMORIAL PROVINCIAL HOSPITAL
2	ADMINISTRATIVE AIDE III (Driver I)	533	3/1	12,466.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)		SOYMPH

3	ADMINISTRATIVE AIDE III (Utility Worker II)	539	3/1	12,466.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		SOYMPH
4	ADMINISTRATIVE OFFICER IV (Budget Officer II)	130	15/1	27,478.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		PROVINCIAL BUDGET OFFICE
5	ADMINISTRATIVE OFFICER II (Budget Officer I)	131, 132	11/1	18,679.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		PROVINCIAL BUDGET OFFICE
6	ADMINISTRATIVE AIDE IV (Budgeting Aide)	133	4/1	11,893.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Provincial Budget Office
7	PROVINCIAL TREASURER	162	26/1	96,700.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	5 years experience in treasury or accounting service	First grade or its equivalent		Provincial Treasurer's Office

8	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	169,170	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	Provincial Treasurer's Office
9	ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II)	174,176,178	7/1	14,164.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	Provincial Treasurer's Office
10	ADMINISTRATIVE AIDE V (Revenue Collection Clerk I)	180	5/1	12,606.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	Provincial Treasurer's Office
11	PROVINCIAL GOVERNMENT ASSISTANT DEPARTMENT HEAD (Assistant Provincial Treasurer)	163	24/1	75,065.00	College degree preferably in Commerce, Public Administration or Law	None required	5 years experience in treasury or accounting service	First grade civil service eligibility	Provincial Treasurer's 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

email: hrmooffice.so.leyte@gmail.com