

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:

Shiela S. Hatayna
SHIELA S. HATAYNA
HRMO II

Date:

2/24/2020

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 AIDE IV (Driver II)	10	4/1	11,893.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)		Provincial Governor Office
2	ADMINISTRATIVE AIDE VI (Clerk III)	7,8	6/1	13,362.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona I), First Level Eligibility		Provincial Governor Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	9,10	4/1	11,893.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona I), First Level Eligibility		Provincial Governor Office
4	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Budget Officer)	128	26	96,700.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None required	5 years experience in government budgeting or in any related field	First grade or its equivalent		Provincial Budget 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.