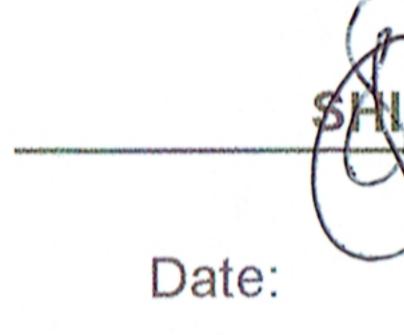
### CS Form No. 9 Series of 2018

## To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the

| No. | <b>Position Title</b><br>(Parenthetical Title if<br>applicable)               | Plantilla<br>Item No. |     | Monthly<br>Salary | Qualification Standards   |                  |            |   |             |
|-----|---|-----------------------|-----|-------------------|---|------------------|------------|---|-------------|
|     |   |                       |     |                   | Education   | Training         | Experience | Eligibility   | Co<br>(if a |
| 1   | ADMINISTRATIVE<br>AIDE IV (Driver II)   | 10                    | 4/1 | 11,893.00         | Elementary<br>School Graduate   | None<br>required |            | Driver's License<br>(MC 11, s. 96 -<br>Cat. IV, as<br>amended)      |             |
| 2   | ADMINISTRATIVE<br>AIDE VI (Clerk III)   | 7,8                   | 6/1 | 13,362.00         | Completion of<br>two years studies<br>in college  | None<br>required |            | Career Service<br>(Subprofessiona<br>I), First Level<br>Eligibility |             |
| 3   | ADMINISTRATIVE<br>AIDE IV (Clerk II)  | 9,10                  | 4/1 | 11,893.00         | Completion of<br>two years studies<br>in college  | None<br>required |            | Career Service<br>(Subprofessiona<br>I), First Level<br>Eligibility |             |
| 4   | PROVINCIAL<br>GOVERNMENT<br>DEPARTMENT<br>HEAD (Provincial<br>Budget Officer) | 128                   | 26  | 96,700.00         | Bachelor's degree<br>preferably in<br>Accounting,<br>Economics,<br>Public<br>Administration or<br>any related<br>course | None             | ~          | First grade or its<br>equivalent                                    |             |

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

| e CSC website:<br>Hatayn<br>S. HATAYNA<br>IRMO II<br>2/2020 |                                  |  |  |  |  |
|---|----------------------------------|--|--|--|--|
| ompetency<br>applicable)                                    | Place of<br>Assignment           |  |  |  |  |
|   | Provincial<br>Governor<br>Office |  |  |  |  |
|   | Provincial<br>Governor<br>Office |  |  |  |  |
|   | Provincial<br>Governor<br>Office |  |  |  |  |
|   | Provincial<br>Budget<br>Office   |  |  |  |  |

# 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 bedownloaded 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.

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Sheila S. Hatayna HRMO II 6600 (E-mail Address)

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

Q. ]

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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