

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:

CHRISTOPHERSON M. YAP
(Head of Agency)

Date: February 24, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Sangguniang Panlalawigan Secretary	58	26/1	96,700.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None	None required	First grade or its equivalent		Sangguniang Panlalawigan 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:

MARIETTA S. RAVAGO
Administrative Officer IV
Legislative Bldg., Asuncion, Maasin City,
Southern Leyte 6600
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Legal Officer IV	41	22/1	58,787.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Vice Governor
2	Legal Officer III	42	20/1	46,040.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Vice Governor

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