

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

To: CIVIL SERVICE COMMISSION (CSC)

vacant positions of Provincial Government of Southern Leyte in the CSC website:



JOSELITO E. RABI

HRMO II-Designate

Date:

June 4, 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	Provincial Government Department Head I (Provincial Engineer)	307	26/1	96,700.00	Bachelor's Degree in Civil Engineering	None	5 years experience in the practice of engineering	RA1080		PEO
2	Provincial Government Assistant Department Head	308	24/1	75,065.00	Bachelor's Degree	4 hours of relevant training	4 years in positions involving management/supervision	CSC-Second Level Eligibility		PEO
3	Engineer I	316	12/1	20,644.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA1080		PEO
4	Administrative Officer II (Record Officer II)	322	14/1	24,980.00	Bachelor's Degree	4 hrs. relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		PEO
5	Administrative Aide V (Construction and Maintenance Capataz)	330,331,332,333	5/1	12,606.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		PEO

6	Administrative Aide III (Clerk I)	334	3/1	11,219.00	Completion of 2 years in College	None required	None required	CS- (SubProfessional) First Level Eligibility	PEO
7	Administrative Aide II (Construction and Maintenance Man)	346, 353, 355, 358	2/1	10,585.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96- Cat. III)	PEO
8	Carpenter II	361, 363, 364	5/1	12,606.00	Elementary School Graduate	None required	None required	Carpenter (MC 11, s.96-Cat. I)	PEO
9	Carpenter I	365, 366	3/1	11,219.00	Elementary School Graduate	None required	None required	Carpenter (MC 11, s.96-Cat. I)	PEO
10	Administrative Aide I (Utility Worker I)	368	1/1	9,961.00	Must be able to read and write	None required	None required	None required (MC 11, s.96- Cat. III)	PEO

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](http://www.csc.gov.ph);
  2. Performance rating in the present position for one (1) year (if applicable);
- of certificate of eligibility/rating/license; and  
 photocopy of Transcript of Records.

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

***Joselito E. Rabi***

HRMO II-Designate

HR Office Provincial Capitol Bldg., Asuncion,  
 Maasin City, Southern Leyte 6600

(E-mail Address)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**