

**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**  
HRMO II

Date: September 1, 2022

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	NURSE II	467	14	30,799.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		SOYMPH
2	MEDICAL SPECIALIST III	430	24	86,742.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Physician)		SOYMPH
3	HEALTH EDUCATION & PROMOTION OFFICER II	453	14	30,799.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		SOYMPH
4	ADMINISTRATIVE OFFICER V (Administrative Officer III)	504	18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		SOYMPH

5	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	505	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		SOYMPH
6	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	506	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		SOYMPH
7	ADMINISTRATIVE OFFICER II (Budget Officer I)	131	11	21,489.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Provincial Budget Office
8	ADMINISTRATIVE OFFICER II (Budget Officer I)	132	11	21,489.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		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 **September 16, 2022**.

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);
  3. Photocopy of certificate of eligibility/rating/license; and
  4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**Sheila S. Hatayna**

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HRMO II

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

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(E-mail Address)

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



