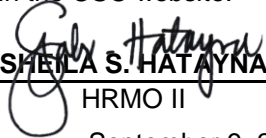


Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

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 9, 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	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	763	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level eligibility		Provincial Health Services Office
2	NUTRITIONIST-DIETICIAN II	375	15	33,575.00	Bachelor's major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nutritionist Dietitian)		Provincial Health Services Office

3	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Agriculturist)	236	26	100,568.00	Bachelor's degree in Agricultural or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	5 years experience in Agriculture or in a related field	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Provincial Agricultural Services Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	122	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III, as amended)		Provincial General Services Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)	123	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III, as amended)		Provincial General Services Office
6	ADMINISTRATIVE AIDE I (Utility Worker I)	124	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III, as amended)		Provincial General Services 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 24, 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;
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

HRMO II

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

6600

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.