


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:


JOSELITO E. RABI
HRMO III

Date: November 6, 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	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	140	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		PAIASO
2	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	145,146,157	4/1	11,893.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Provincial Accountant and Internal Audit Services Office
3	ADMINISTRATIVE AIDE III (Clerk I)	150	3/1	11,219.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Provincial Accountant and Internal Audit Services Office

4	ADMINISTRATIVE OFFICER IV (Administrative Officer III)	86	18/1	36,573.00	Bachelors degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second level Eligibility		Provincial General Services Office
5	ADMINISTRATIVE AIDE VI (Clerk III)	7,8	6/1	13,362.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Provincial Governor's Office
6	ADMINISTRATIVE AIDE IV (Clerk II)	9,10	4/1	11,893.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Provincial Governor's Office
7	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Budget Officer)	128	26/1	96,700.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None Required	5 years experience in government budgeting or in any related field	First grade or its equivalent		Provincial Budget Office
8	INTERNAL AUDITING ASSISTANT	20	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Provincial Accountant and Internal Audit Services Office

9	ADMINISTRATIVE AIDE III (Driver I)	533	3/1	12,466.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)		SOYMPH
10	ADMINISTRATIVE OFFICER IV (Budget Officer II)	130	15/1	27,478.00	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second level Eligibility		Provincial Budget Office
11	ADMINISTRATIVE OFFICER II (Budget Officer I)	131,132	11/1	18,679.00	Bachelors degree relevant to the job	None Required	None Required	Career Service (Professional), Second level Eligibility		Provincial Budget Office
12	ADMINISTRATIVE AIDE IV (Budgeting Aide)	133	4/1	11,893.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Provincial Budget Office
13	PROVINCIAL TREASURER	162	26/1	96,700.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	5 years experience in treasury or accounting service	First grade or its equivalent		Provincial Treasurer Office
14	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	169,170	8/1	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Provincial Treasurer Office

15	ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II)	174,176,178	7/1	14,164.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility	Provincial Treasurer Office
16	ADMINISTRATIVE AIDE VI (Revenue Collection Clerk I)	180	5/1	12,606.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility	Provincial Treasurer Office
17	PROVINCIAL GOVERNMENT ASSISTANT DEPARTMENT HEAD (Assistant Provincial Treasurer)	163	24/1	75,065.00	College degree preferably in Commerce, Public Administration or Law	None Required	5 years experience in treasury or accounting service	First grade or its equivalent	Provincial Treasurer 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:

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.