Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

To: CIVIL SERVICE (	COMMISSION (CSC
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SI	MELA S. HATAYNA
	HRMOII
Date:	

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0.	(Parenthetical Title if	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	ENGINEER I	311,312	12/1		Bachelors degree in Engineering relevant to the job	None Required	None Required	RA 1080		Provincial Engineer's Office
2	ADMINISTRATIVE AIDE V ( Const. & Maintenanance Capataz)	326,327,328	5/1	12,606.00	Elementary school graduate	None Required	None Required	None		Provincial Engineer's 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 bedownloaded 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						