

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
SHEILA S. HATAYNA
HRMO II

Date:

3/6/2019

| 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 III (RECORDS OFFICER II) | 318 | 14/1 | 24,980.00 | Bachelor's degree | 4 hours of relevant Training | 1 year of relevant Experience | Career Service (Professional) Second Level Eligibility | | Provincial Engineer's Office |
| 2 | ADMINISTRATIVE AIDE II (CONSTRUCTION & MAINTENANCE MAN) | 342,351 | 2/1 | 10,585.00 | Elementary school graduate | None Required | None Required | None Required | | Provincial Engineer's Office |
| 3 | AQUACULTURIST II | 292 | 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 Environment & Natural Resources Management Office |
| 4 | ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT) | 288 | 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 Environment & Natural Resources Management Office |

| | | | | | | | | | | |
|---|----------------------------------|---------|------|-----------|----------------------------|------------------------------|--------------------------------|---------------|--|--|
| 5 | MEDICAL SPECIALIST III | 426,429 | 23/1 | 73,811.00 | Doctor of Medicine | 8 hours of relevant Training | 2 years of relevant Experience | RA 1080 | | Salvacion Oppus-Yñiguez Memorial Provincial Hospital |
| 6 | ADMINISTRATIVE AIDE III (COOK I) | 604 | 3/1 | 12,466.00 | Elementary school graduate | None Required | None Required | None Required | | Anahawan District Hospital |

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.