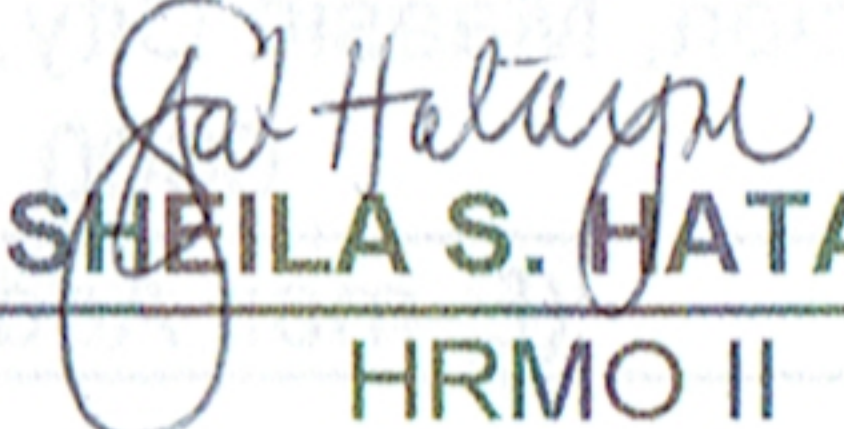


Republic of the Philippines  
Provincial Government of Southern Leyte  
Request for Publication of Vacant Positions

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: March 12, 2019

N o.	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(LOCAL REVENUE COLLECTION OFFICER II)	163	15/1	27,478.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility		Provincial Treasurer's Office
2	ADMINISTRATIVE OFFICER IV(LOCAL TREASURY OPERATIONS OFFICER II)	162	15/1	27,478.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility		Provincial Treasurer's Office
3	ADMINISTRATIVE OFFICER I (Records Officer I)	165	10/1	17,310.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Provincial Treasurer'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 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.

**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.**

No.	Position Title (as per application)	Parallels Item No.	Monthly Salary/Job Pay Grade	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	ADMINISTRATIVE OFFICER (LOCAL COLLECTION OFFICER II)	101	27,478.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	General Service (Professional) Second Level		Provincial Treasurer's Office
2	ADMINISTRATIVE OFFICER (LOCAL OPERATIONS OFFICER II)	102	27,478.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	General Service (Professional) Second Level		Provincial Treasurer's Office
3	ADMINISTRATIVE OFFICER I (Records Officer I)	101	17,310.00	Bachelor's degree	None Required	None Required	General Service (Professional) Second Level		Provincial Treasurer's Office

Interested and qualified applicants should apply their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_.

1. Fully accomplished Form No. 3 (with recent passport-sized photo (2.5" x 3.5") with valid expiration date) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)