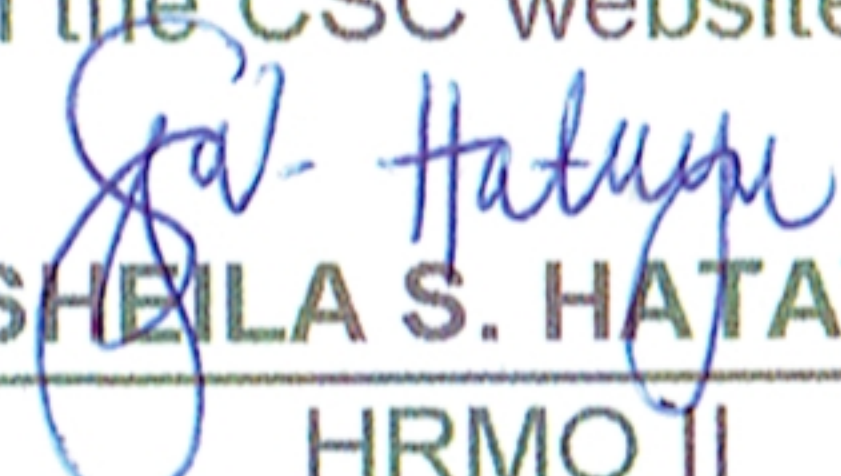


Republic of the Philippines  
Provincial Government of Southern Leyte  
Request for Publication of Vacant Positions

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 28, 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 Assistant II (Data Controller II)	199	8/1	15,082.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Provincial Systems Administrator's Office
2	Administrative Assistant I (Computer Operator I)	200	7/1	14,164.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Provincial Systems Administrator's Office
3	Administrator Officer V (Human Resource Management Officer III)	69	18/1	36,573.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility		Provincial Administrator's Office



4	Administrative Aide IV (Clerk II)	71	4/1	11,893.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Provincial Administrator's Office
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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.**