

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: May 2, 2023

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	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Social Welfare and Development Officer)	221	26	102,502.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None required	5 years experience in the practice of Social Work	RA 1080 (Social Worker)		Provincial Social Welfare and Development Office
2	SOCIAL WELFARE ASSISTANT	226	8	17,098.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First level eligibility		Provincial Social Welfare and Development Office
3	SOCIAL WELFARE OFFICER II	228	15	31,587.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Provincial Social Welfare and Development Office
4	SOCIAL WELFARE OFFICER II	229	15	31,587.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Provincial Social Welfare and Development Office

5	SOCIAL OFFICER I	230	11	22,895.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Provincial Social Welfare and Development
6	SOCIAL OFFICER I	231	11	22,895.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Provincial Social Welfare and Development 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 **May 17, 2023**.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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.