

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 19, 2022

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 (Community Affairs Assistant II)	302	8	16,426.00	Completion of tow years studies in college	4 hours of relevant training	1 year of relevant experience	Carrer Service (Subprofes sional) First level eligibility		PENRMO
2	ADMINISTRATIVE ASSISTANT I (Community Affairs Assistant I)	303	7	15,461.00	Completion of tow years studies in college	None required	None required	Carrer Service (Subprofes sional) First level eligibility		PENRMO
3	PROVINCIAL GOVERNMENT DEPARTMENT HEAD I(Provincial Social Welfare & Development Office)	221	26	100,568.00	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 Work)		PSWDO

4	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	301	8	16,426.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carrer Service (Subprofessional) First level eligibility		PENRMO
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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 **June 3, 2022**.

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.