

CS Form No. 9


Series of 2017

Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website.

  
JESSE R. QUILANTANG

Provincial Administrator

Date: \_\_\_\_\_

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER V ( ADMINISTRATIVE OFFICER III)	499	18/1	40,637.00	Bachelor's degree	8 hours of relevant Training	2 years of relevant Experience	Career Service Professional		SOYMPH
2	ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)	501	15/1	30,531.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service Professional		SOYMPH
3	NURSING ATTENDANT II	497,498	6/1	14,847.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		SOYMPH
4	NURSING ATTENDANT I	495	4/1	13,214.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		SOYMPH



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.**