

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:

**CHRISTOPHERSON M. YAP**  
(Head of Agency)

Date: May 27, 2019

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 II (STENOGRAPHIC REPORTER III)	57 , 58	11/1	18,161.00	Completion of two (2) years studies in college	8 hours of relevant Training	2 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility(Stenography)		Sangguniang Panlalawigan Office
2	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	59	10/1	16,846.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Sangguniang Panlalawigan Office
3	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	67	1/1	9,459.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlalawigan 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.

CS Form No. 9  
Series of 2017

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

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1	ADMINISTRATIVE AIDE III (DRIVER I)	41	3/1	10,723.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s.96 – Cat. II)		Vice Governor's Office

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4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Marietta S. Ravago**

Administrative Officer IV

Legislative Bldg. Provincial Capitol Bldg.,

Asuncion, Maasin City, Southern Leyte

6600

(E-mail Address)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIETTA S. RAVAGO  
Administrative Officer IV

Legislative Bldg., Asuncion, Maasin City,  
Southern Leyte 6600

(E-mail Address)

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