

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*  
SHEILA S. HATAYNA  
HRMO II

Date: 07/12/2021

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 Officer IV (Human Resource Management Officer III)	72	18/1	37,943.00	Bachelors degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level eligibility		Provincial Administrator's Office
2	Administrative Aide I (Utility Worker I)	122,123,124	1/1	10,396.00	Must be able to readn and write	None required	None required	None required (MC 11, s.96-Cat.III as amended)		Provincial General Services Office
3	Administrative Aide IV (Clerk II)	267	4/1	12,426.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Agriculture Office

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4	Administrative Aide III (Driver I)	269	3	11,717.00	Elementary school graduate	None required	None required	Driver License (MC 11,s.96 Cat-II)		Provincial Agriculture Office
5	Senior Agriculturist	241	18	37,943.00	Bachelors degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Agriculturist)		Provincial Agriculture Office
6	Aquacultural Technologist	299,300	10	18,197.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second level eligibility		Provincial Environment and Natural Resources Management Office
7	Administrative Assistant II (Administrative Assistant)	301	8	15,755.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Provincial Environment and Natural Resources Management Office
8	Administrative Assistant II (Community Affairs Assistant II)	302	8	15,755.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Provincial Environment and Natural Resources Management Office

9	Administrative Assistant I (Community Development Assistant I)	305	7	14,812.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Environment and Natural Resources Management Office
10	Administrative Aide III (Clerk I)	306	3	11,717.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Environment and Natural Resources Management Office
11	Veterinarian II	278	16	31,595.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Veterinarian)		Provincial Veterinary Office
12	Veterinarian I	279	13	24,079.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Veterinarian)		Provincial Veterinary Office
13	Agricultural Center Chief I	281	18	37,943.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level eligibility		Provincial Veterinary Office

14	Agricultural Technologist	280	10	18,197.00	Bachelors degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and veterinarian, depending on the functions and duties and responsibilities as indicated in the Position Descriptive Form)		Provincial Veterinary Office
15	Administrative Officer I	282	10	18,197.00	Bachelors degree	None required	None required	Career Service (Professional) Second level eligibility		Provincial Veterinary Office
16	Farm Supervisor	283	8	15,755.00	High School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s.96-Cat.III as amended)		Provincial Veterinary Office
17	Livestock Inspector I	284	6	13,972.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility		Provincial Veterinary Office

18	Animal Keeper I	285,286	4	12,426.00	Must be able to readn and write	None required	None required	None required (MC 11, s.96-Cat.III as amended)		Provincial Veterinary Office
19	Farm Worker II	287	4	12,426.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III as amended)		Provincial Veterinary Office
20	Administrative Aide II (Farm Worker I)	288,292	2	11,048.00	Elementary school graduate	None required	None required	None required (MC 11, s.96-Cat.III as amended)		Provincial Veterinary 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.

**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.**