

**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: August 2, 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	Provincial Government Department Head I (Provincial Social Welfare Development Officer)	221	26	98,634.00	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 Officer II	228,229	15	28,848.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Provincial Social Welfare and
3	Social Welfare Officer I	230,231	11	20,084.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Provincial Social Welfare and
4	Administrative Assistant II (Social Welfare Assistant)	226	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 Social Welfare and Development Office

5	Administrative Aide VI (Storekeeper II)	233	6	13,972.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional (First level eligibility)		Provincial Social Welfare and Development Office
6	Administrative Aide III (Utility Worker II)	235	3	11,717.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)		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 \_\_\_\_\_.

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.**