

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 11, 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 ASSISTANT II (Bookkeeper) | 14 | 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 Accounting Office |
| 2 | ADMINISTRATIVE AIDE IV (Accounting Clerk I) | 145,146,157 | 4 | 12,426.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional), First level eligibility | | Provincial Accounting Office |
| 3 | ADMINISTRATIVE AIDE III (Clerk I) | 150 | 3 | 11,717.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional), First level eligibility | | Provincial Accounting Office |

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|---|---|---------|----|-----------|--|------------------------------|-------------------------------|---|--|---|
| 4 | ADMINISTRATIVE AIDE VI (Clerk III) | 7, 8 | 6 | 13,362.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First level eligibility | | Provincial Governor's Office |
| 5 | INTERNAL AUDITING ASSISTANT | 20 | 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 Internal Audit Services Office |
| 6 | ADMINISTRATIVE AIDE III (Driver I) | 533 | 3 | 13,019.00 | Elementary school graduate | None required | None required | Drivers License (MC 11, s.96-Cat IV as amended) | | SOYMPH |
| 7 | ADMINISTRATIVE OFFICER IV (Budget Officer II) | 130 | 15 | 28,848.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional), Second level eligibility | | Provincial Budget Office |
| 8 | ADMINISTRATIVE OFFICER II (Budget Officer I) | 131,132 | 11 | 20,084.00 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional), Second level eligibility | | Provincial Budget Office |
| 9 | ADMINISTRATIVE AIDE IV (Budgeting Aide) | 133 | 4 | 12,426.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional), First level eligibility | | Provincial Budget Office |

| | | | | | | | | | | |
|----|--|-------------|----|-----------|--|------------------------------|--|---|--|-----------------------------|
| 10 | Provincial Treasurer | 162 | 26 | 98,634.00 | Bachelor's degree preferably in commerce, public administration or law | None required | 5 years experience in treasury or accounting service | First grade or its equivalent | | Provincial Treasurer Office |
| 11 | ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) | 169 | 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 Treasurer Office |
| 12 | ADMINISTRATIVE ASSISTANT I (Revenue Collection Clerk II) | 174,176,178 | 7 | 14,812.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional), First level eligibility | | Provincial Treasurer Office |
| 13 | ADMINISTRATIVE AIDE VI (Revenue Collection Clerk I) | 180 | 5 | 13,177.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional), First level eligibility | | Provincial Treasurer 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 **August 26, 2021**.

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.