

**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 17, 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 ASSISTANT DEPARTMENT HEAD	395	24	76,567.00	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional I (Second level eligibility)		PEO equipment services
2	ADMINISTRATIVE OFFICER V	86	18	37,943.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional I (Second level eligibility)		Provincial General Services 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 **September 1, 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](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**

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HRMO II

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HR Office Provincial Capitol Bldg.,  
Asuncion, Maasin City, Southern Leyte  
6600

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(E-mail Address)

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