

**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 24, 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 (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)		PENRMO
2	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)		PENRMO
3	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)		PENRMO

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 7, 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***

HRMO II

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

6600

(E-mail Address)

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