

Republic of the Philippines
(Provincial Government of Leyte)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Leyte in the CSC website:


RHODORA G. BONIFACIO
HRMO

Date: January 21, 2019

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	Farm Worker I	32	2	P11,200.00	Elementary School Graduate	None required	None required	None required (MC11, s. 96-Cat. III)		Office of the Provincial Agriculturist (Devolved)
2	Farm Worker I	42	2	P11,200.00	Elementary School Graduate	None required	None required	None required (MC11, s. 96-Cat. III)		Office of the Provincial Agriculturist (Devolved)
3	Farm Worker I	47	2	P11,200.00	Elementary School Graduate	None required	None required	None required (MC11, s. 96-Cat. III)		Office of the Provincial Agriculturist (Devolved)
4	Administrative Assistant II (Disbursing Officer II)	36	8	P16,282.00	2 years studies in college	4 Hours relevant training	1 Year relevant experience	CSC Sub-Professional 1st Level Eligibility		Provincial Treasurer's Office
5	Administrative Officer II (HRMO I)	24	11	P20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Provincial Governor's Office
6	Administrative Aide I (Utility Worker I)	44	1	P10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 96-Cat. III)		Provincial Governor's Office
7	Carpenter Foreman	72	8	P16,282.00	High School Graduate or completion of relevant Vocational/Trade Course	4 Hours relevant training	1 year relevant experience	Carpenter (MC 11 s. 96-Cat. I)		Provincial Engineer's Office
8	Carpenter II	69	5	P13,481.00	Elementary School Graduate	None required	None required	Carpenter II (MC 11, s.96-Cat. I)		Provincial Engineer's Office
9	Carpenter II	73	5	P13,481.00	Elementary School Graduate	None required	None required	Carpenter II (MC 11, s.96-Cat. I)		Provincial Treasurer's Office
10	Librarian III	2	18	P38,085.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/major in Library Science	8 Hours relevant training	2 Years relevant experience	R.A. 1080		Leyte Provincial Library
11	ENGINEER II	2	16	P31,765.00	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	R.A 1080		Ormoc District Hospital

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 January 31, 2019.

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 last rating period** (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:

RHODORA G. BONIFACIO

SAO/HRMO

Senator Enage St., Tacloban City

rhodoraBonifacio@yahoo.com/lesliepaglinawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.