

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
RHODORA G. BONIFACIO
HRMO

Date: January 14, 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	Security Guard II	27	5	P13,481.00	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. 96- Cat. III)		Provincial Engineer's Office
2	Security Guard II	30	5	P13,481.00	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. 96- Cat. III)		Provincial Engineer's Office
3	Administrative Aide VI (Clerk III)	80	6	P14,340.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Engineer's Office
4	Administrative Aide VI (Disbursing Officer I)	49	6	P14,340.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Treasurer's 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.