

CS Form No. 9
Series of 2017

Electronic copy to be submitted to the CSC
FO _____ in MS Excel format
must be

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:

CHRISTOPHERSON M. YAP

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary y/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	630	15/1	29,010.00	Bachelors Degree	4 hours of relevant Training	1 year of relevant Experience	Career Service Professional		Pintuyan 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 _____.

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)