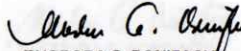


Republic of the Philippines
(Provincial Government of Leyte)
Request for Publication of Vacant Positions

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

Date: April 4, 2024

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 Aide IV (Clerk II)	25	4	P15,586.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Governor's Office
2	Administrative Aide III (Driver I)	16	3	P14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC10, s. 2013-Cat. IV)		Leyte Provincial Hospital
3	Social Welfare Officer I	61	11	P27,000.00	Bachelor's degree in Social Work	None required	None required	R.A. 1080 (Social Worker)		Northwestern Leyte District Hospital
4	Administrative Officer V (HRMO III)	16	18	P46,725.00	Bachelor's degree	8 hours relevant training	2 years relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Governor's Office
5	Mechanic II	16	6	P17,553.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None required	None required	Mechanic (MC 10 s.2013-Cat.II)		Abuyog District Hospital
6	Administrative Aide III (Utility Worker II)	94	3	P14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013-CAT. III)		Office of the Provincial Agriculturist (Organic)

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 April 19, 2024

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD).

QUALIFIED APPLICANTS are advised to address their application to GOVERNOR CARLOS JERICHO L. PETILLA and hand in or send through courier/email to:

Rhodora G. Bonifacio
SAO/HRMO
Provincial Government of Leyte
West Bypass Road, Palo, Leyte
rhodorabonifacio@yahoo.com / tesitepaginawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.