

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: October 4, 2023

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	Provincial Government Assistant Department Head (Assistant Provincial Assessor)	2	24	P90,078.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Provincial Assessor's Office
2	Administrative Officer V (Administrative Officer III)	3A	18	P46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		Leyte Provincial Hospital
3	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)
4	Mechanic II	112	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)		Provincial Engineer's Office
5	Medical Technologist II	73	15	P36,619.00	Bachelor's degree in Medical Technology or Bachelor's of Science in Public Health	4 hours of relevant training	1 year of relevant experience	R.A. 1080		Burauen District Hospital
6	Administrative Assistant III (Senior Bookkeeper)	5	9	P21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional 1st Level Eligibility		Northwestern Leyte District Hospital (Calubian, Leyte)
7	Machinist II	100	6	P17,553.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Machinist (MC 10 s. 2013-Cat.II)		Provincial Engineer's Office
8	Administrative Assistant V (Comm. Eqpt. Optr. IV)	5	11	P27,000.00	Completion of relevant two years studies in college or High School Graduate with relevant Vocational/Trade Course	8 hours of relevant training	2 years of relevant experience	Communications Equipment Operator (MC 10,s.2013-Cat. II)		Leyte Law Enforcement Communication System
9	Administrative Assistant V (Electronics & Comms. Eqpt. Tehn. III)	2	11	P27,000.00	Completion of relevant two years studies in college or High School Graduate with relevant Vocational/Trade Course	8 hours of relevant training	2 years of relevant experience	Electronics Equipment Technician (MC 10,s.2013-Cat. II)		Leyte Law Enforcement Communication System

10	Agricultural Technician II	25	8	P19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CSC Sub-Professional 1st Level Eligibility		Office of the Provincial Agriculturist (Devolved)
11	Security Guard I	8	3	P14,678.00	High School Graduate	None Required	None required	Security Guard License (MC 10 s. 2013-Cat. IV)		Carigara District Hospital
12	Administrative Aide I (Utility Worker I)	21	1	P13,000.00	Must be able to read and write	None required	None required	None required (MC10 s. 2013-Cat.III)		Carigara District Hospital
13	Administrative Officer II (Information Officer I)	1	11	P27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Office of the Provincial Agriculturist (Devolved)
14	Administrative Aide VI (Accounting Clerk II)	35	6	P17,553.00	Completion of two years studies in college	None Required	None Required	CSC Sub-Professional 1st Level Eligibility		Provincial Treasurer's Office
15	Administrative Officer IV (HRMO II)	21	15	P36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Governor's Office
16	Assistant Provincial Warden	2	18	P46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		Provincial Warden's Office
17	Prison Guard III	20	10	P23,176.00	Completion of relevant two years studies in college	8 hours of relevant training	2 years of relevant experience	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
18	Prison Guard II	6	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
19	Prison Guard II	11	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
20	Prison Guard II	12	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
21	Prison Guard II	13	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
22	Prison Guard II	23	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
23	Prison Guard II	31	7	P18,620.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office
24	Prison Guard I	7	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility		Provincial Warden's Office

25	Prison Guard I	18	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Warden's Office
26	Prison Guard I	19	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Warden's Office
27	Prison Guard I	21	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Warden's Office
28	Prison Guard I	34	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Warden's Office
29	Prison Guard I	28	5	P16,543.00	Completion of relevant two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Warden'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 October 19, 2023

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 JERICO 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 / tesirepaginawan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.