

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

Date: November 19, 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	Social Welfare Aide	10	4	P15,586.00	High School Graduate	None required	None required	None required	None required	None required	Provincial Social Welfare and Development Office
2	Administrative Aide III (Laborer II)	49A	3	P14,678.00	Must be able to read and write	None required	None required	None required	None required	None required	Leyte Provincial Hospital
3	Dental Aide	96	4	P15,586.00	High School Graduate	None required	None required	None required	None required	None required	Leyte Provincial Hospital
4	Administrative Assistant III (Comm. Equipt. Optr. III)	4	9	P21,211.00	Completion of relevant 2 years studies in college or High School Graduate with relevant Vocational/Trade Course	4 hours of relevant training	1 year of relevant experience	Communications Equipment operator (MC 10 s. 2013-Cat.II)			Leyte Law Enforcement Communication System
5	Nutritionist Dietician II	91	15	P36,619.00	Bachelor's degree major in Nutrition Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	R.A. 1080			Ormoc District Hospital
6	Nutritionist Dietician II	32	15	P36,619.00	Bachelor's degree major in Nutrition Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	R.A. 1080			Hilongos District Hospital
7	Social Welfare Officer I	69	11	P27,000.00	Bachelor's degree in Social Work	None required	None required	R.A. 1080 (Social Worker)			Abyyog District Hospital
8	Administrative Aide IV (Clerk II)	6	4	P15,586.00	Completion of relevant 2 years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility			Hilongos District Hospital
9	Security Guard I	9	3	P14,678.00	High School Graduate	None Required	None required	Security Guard License (MC 10 s. 2013-Cat. IV)			Cangara District Hospital
10	Agricultural Technician II	34	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 (Devoiced)
11	Administrative Assistant II (Clerk IV)	12	8	P19,744.00	Completion of relevant two years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-Professional 1st Level Eligibility			Office of the Provincial Agriculturist (Organic)

12	Community Development Assistant I	9	7	P16,520.00	Completion of two years studies in college	None required	None required	CSC Sub-Professional 1st Level Eligibility	Provincial Environment and Natural Resources Office
13	Laboratory Aide II	129	4	P15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)	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 November 24, 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
rhodora.gbonifacio@provinciadeleyte.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.