



CSC Southern Leyte Field Office

**BULLETIN OF
VACANT POSITIONS
IN THE GOVERNMENT**

February 28, 2018

Date of Release

Mailing Address: Capitol Site, Asuncion, 6600 Maasin City

Telefax: (053) 571-0894; **Hotline:** 0906 501 8682

Email: cscmaasin@yahoo.com

Table of Contents

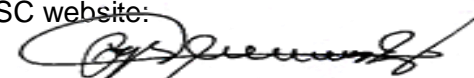
Agency	Page No.
Deped -Maasin City Division	1
Deped-Southern Leyte Division	2
LGU- Bato, Leyte	4
LGU- Liloan, So. Leyte	5
LGU- Maasin City	7
LGU- Province of Southern Leyte	9
LGU- St. Bernard, So. Leyte	17
LGU-Hinunangan, So. Leyte	18
LGU- Hilongos, So. Leyte	19
SLSU	21

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

**Republic of the Philippines
SCHOOLS DIVISION OF MAASIN CITY
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **DEPED - SCHOOLS DIVISION OF MAASIN CITY** in the CSC website:



CARMELINO P. BERNADAS, Ph. D., CESO VI

OIC - Schools Division Superintendent

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TEACHER III	TCH3-540983-2014	13	20,179.00	Bachelor's degree of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080, Teacher		ELEMENTARY SCHOOL

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:

CARMELINO P. BERNADAS, Ph. D., CESO VI

OIC - Schools Division Superintendent

Combado, Maasin City

cpbernadas@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:


GENIS S. MURALLOS, CESO V
(Head of Agency)

Date: February 28, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher II SHS	541340-2017	12	22,149.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required training	None required experience	For Permanent; RA 1080 (teacher), if not, they must pass the LET w/in 5 years after the date of first hiring (Provisional appointments shall be effective not beyond the sch. Year, subject to reappointment); For Contractual and Practitioners (Part-Time) None required		
2	Principal I	540084-2010	19	42,099.00	Bachelors degree in education; or Bachelors degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT for 1 year or teacher In-Charge)TIC) for 2 years; or Master Teacher for 2 years or Teacher for 5 years 1 year as Principal	RA 1080 (Teacher)		

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:

(Head of Office/Agency)

(Position Title)

(Complete Office Address)

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Local Government Unit of Bato, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Bato in the CSC website:


BRYAN NILE A. GERTOS
Municipal Mayor

Date: February 13, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Laborer I)	83	1/1	9,000.00	Must be able to read and write	None required	None required	None required		Bato, Leyte
2	Administrative Aide I (Laborer I)	110	1/1	7,486.00	Must be able to read and write	None required	None required	None required		Bato, Leyte
3	Administrative Aide I/ Casual		1/1	7,486.00	Must be able to read and write	None required	None required	None required		Bato, Leyte
	nothing follows									

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 February 28, 2018.

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:

Bryan Nile A. Gertos
Municipal Mayor
J. Luna Street, Bato, Leyte
gertosn@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
MUNICIPALITY OF LILOAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - LILOAN, SOUTHERN LEYTE in the CSC website:


TEOFILO L. CHONG
Municipal Mayor

Date: 15-Jan-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor I (1)	52	11	14,715.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional [Second Level Eligibility]		Mayor's Office
2										
3										
4										
5										

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:

TEOFILO L. CHONG

Municipal Mayor

LGU - Liloan, Southern Leyte


liloan_southernleyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
MUNICIPALITY OF LILOAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - LILOAN, SOUTHERN LEYTE in the CSC website:


TEOFILO L. CHONG
(Head of Agency)
Date: 19-Feb-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Health Officer - Permanent	34	24	64,416.00 / Month	Doctor of Medicine	3 years experience as medical practitioner	None	RA 1080	NA	Rural Health Unit
2	Revenue Collection Clerk I - Permanent	23a	5	9,992.00 / month	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional)	NA	Municipal Treasurer's Office
3										
4										
5										

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:

TEOFILO L. CHONG
Municipal Mayor
LGU - Liloan, Southern Leyte
liloan_southernleyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
CITY OF MAASIN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:



NACIONAL V. MERCADO

City Mayor

Date: February 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 Midwife III	2018-P-301	SG13	P23,257.00	Completion of Midwifery Course	8 years of relevant training	2 years of relevant experience	Appropriate R.A. 1080		City Health Services Office
2	1 Planning Assistant	2018-P-091	SG8	P13,445.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional, First Level Eligibility		City Planning and Development Office
3										

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 **March 12, 2018**.

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:

NACIONAL V. MERCADO

City Mayor

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

jgumaasincity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
CITY OF MAASIN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:



NACIONAL V. MERCADO

City Mayor

Date: February 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 Engineer III	2018-P-229	SG19	P33,278.00	Bachelor's Degree in Engineering relevant to the job.	8 years of relevant training	2 years of relevant experience	Appropriate R.A. 1080		City Engineering, Architectural Planning and Design Services Office
2	1 Engineer II	2018-P-230	SG16	P25,537.00	Bachelor's Degree in Engineering relevant to the job.	4 hours of relevant training	1 year of relevant experience	Appropriate R.A. 1080		City Engineering, Architectural Planning and Design Services Office
3	1 Engineer I	2018-P-231	SG12	P18,179.00	Bachelor's Degree in Engineering relevant to the job.	None required	None required	Appropriate R.A. 1080		City Engineering, Architectural Planning and Design Services 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 **March 12, 2018**.

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:

NACIONAL V. MERCADO

City Mayor

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

jgumaasincity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: February 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assignn
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	129	8/1	14,236.00	Completion of two (2) years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service (Subprofessional) First Level Eligibility		Provincial Acc Office
2	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	134, 135	4/1	10,940.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Provincial Acc Office
3	ACCOUNTANT II	140	15/1	24,809.00	Bachelor's degree in Commerce/Business Administration major in accounting	4 hours of relevant Training	1 year of relevant Experience	RA 1080		Provincial Acc Office
4	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	141	14/1	22,761.00	Bachelor's degree	4 hours of relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility		Provincial Acc Office
5	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	143	8/1	14,236.00	Completion of two (2) years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service (Subprofessional) First Level Eligibility		Provincial Acc Office

6	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	146	4/1	10,940.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Provincial Office
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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

MAR 30 2018

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.
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)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: February 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	VETERINARIAN II	265	16/1	27,040.00	Doctor of Veterinary Medicine	4 hours of relevant Training	1 year of relevant Experience	RA 1080		Provincial Vete Office
2	VETERINARIAN I	266	13/1	20,931.00	Doctor of Veterinary Medicine	None Required	None Required	RA 1080		Provincial Vete Office
3	AGRICULTURAL TECHNOLOGIST	267	10/1	16,395.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080		Provincial Vete Office
4	AGRICULTURAL CENTER CHIEF I	268	18/1	32,124.00	Bachelors degree relevant to the job	8 hours of relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility		Provincial Vete Office

5	ADMINISTRATIVE OFFICER I	269	10/1	16,395.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Provincial Vet Office
6	FARM SUPERVISOR	270	8/1	14,236.00	High school graduate	None Required	None Required	None Required		Provincial Vet Office
7	LIVESTOCK INSPECTOR I	271	6/1	12,466.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Provincial Vet Office
8	ANIMAL KEEPER I	272,273	4/1	10,940.00	Must be able to read and write	None Required	None Required	None Required		Provincial Vet Office
9	FARM WORKER II	274	4/1	10,940.00	Must be able to read and write	None Required	None Required	None Required		Provincial Vet Office
10	AQUACULTURIST II	283	15/1	24,809.00	Bachelors degree relevant to the job	4 hours of relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility		Provincial Vet Office
11	FARM WORKER I	275	2/1	9,600.00	Must be able to read and write	None Required	None Required	None Required		Provincial Vet 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 R 30 2018

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:

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: February 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ENVIRONMENTAL MANAGEMENT SPECIALIST I	284,285	11/1	17,658.00	Bachelors degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Provincial Environment & Resources Management C
2	AQUACULTURAL TECHNOLOGIST	287	10/1	16,395.00	Bachelors degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Provincial Environment & Resources Management C
3	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT I)	288	8/1	14,236.00	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant Experience	Career Service (Subprofessional) First Level Eligibility		Provincial Environment & Resources Management C
4	ADMINISTRATIVE ASSISTANT I (COMMUNITY DEVELOPMENT ASSISTANT I)	292	7/1	13,307.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Provincial Environment & Resources Management C

4	ADMINISTRATIVE AIDE III (CLERK I)	293	3/1	10,248.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Provincial Environment & Resources Management (
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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 **AR 30 2018**

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)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: February 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	INTERNAL AUDITOR V	749	24/1	57,974.00	Master's degree	24 hours of Training in Management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		Internal Audit Office
2	INTERNAL AUDITING ASSISTANT	750	8/1	14,236.00	Completion of two years studies in college	4 hours relevant Training	1 year of relevant Experience	Career Service (Subprofessional) first Level Eligibility		Internal Audit 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

February 3, 2018

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)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

No.	Position Title	Personal Item No.	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Competency	

Republic of the Philippines
Province of Southern Leyte
Municipality of Saint Bernard
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Saint Bernard in the CSC website:

HON. MANUEL O. CALAPRE
Municipal Mayor
Date: 2-20-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver I)	16	SG 3/1	P7,221.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat. II)		Municipal Treasury's Office
2										
3										

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 March 31, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

HON. MANUEL O. CALAPRE
Municipal Mayor
LGU- Saint Bernard, Southern Leyte
mayorsaintbernard_calapre@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**PUBLICATION OF VACANT POSITION
FOR CASUAL PURSUANT TO CSC MC NO.
24, S. OF 2017**

LGU – HINUNANGAN, SOUTHERN LEYTE


SB Head: HON. FLORENTINO S. FERNANDEZ, JR.
Position: Municipal Vice Mayor
Mailing Address: Barangay Labrador, Hinunangan,
Southern Leyte
Contact Person: SUSIE M. BAYANO
E-Mail Address: lguhinunangan@yahoo.com
Contact Number: 09472934219

II. POSITION TITLE: ADMINISTRATIVE AIDE I

Number of Vacancy: (1)
Status: Casual
Salary Grade: 1
Level: 1
Salary: Php. 7,782.00/Month

QUALIFICATION STANDARDS

EDUCATION: Must be able to read & write
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: None required


FLORENTINO S. FERNANDEZ, JR.
Municipal Vice Mayor

CS Form No. 9


Series of 2017

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

Republic of the Philippines
Local Government Unit of Hilongos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Hilongos in the CSC website:


ALBERT R. VILLAHERMOSA

(Head of Agency)

Date: February 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Accounting Clerk III)	54	SG 8, Step 1	Php 13,445.00	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Accountant
2	Administrative Aide VI (Clerk III)	121	SG 6, Step 1	Php 11,773.00	Completion of 2 years studies in college	none required	none required	Career Service (Sub-professional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer
3	Revenue Collection Clerk II	70	SG 7, Step 1	Php 12,567.00	Completion of 2 years studies in college	none required	none required	Career Service (Sub-professional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer

The Local Government Unit of Hilongos encourages all interested and qualified applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and sent to the address below not later than **March 23, 2018**.

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:

ALBERT R. VILLAHERMOSA

Municipal Mayor

R.V. Villaflores St., Hilongos, Leyte

arvillahermosa03@yahoo.com


jane.lobedica@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Southern Leyte State University, Sogod Campus in the CSC website:


VALERIO B. CABALO, Ph.D.
Vice President for Admin. & Finance / OIC, SLSU

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Registrar IV	SLSUB-R4- 4-2004	22	58,717.00	Bachelor's Degree	16 hours	2 years	Career Service Professional	Professionalism Adhere to ethical, moral and legal conduct in the performance of job. Strong communication skills Use effective verbal and non-verbal communication techniques appropriate to people in different situations. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Interpersonal Effectiveness Builds and maintains good working relationship with students within the organization & other stakeholders. Technical Skills Displays skills and knowledge in the discharge of duties & responsibilities, and cuddles continued learning. Leadership Management Ability to identify the functions and processes necessary to operate an office, and build a professional staff to conduct the activities of the office.
2	Administrative Assistant II	SLSUB-ADAS2- 32-2004	8	16,282.00	Bachelor's Degree	4 hours	1 year	Career Service Sub-Professional	Computer Skills Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems. Communication Skills Ability to prepare minutes of meeting, respond to queries and clearly transmit information to students, clients, co-workers and superiors. Behavioral Competence Adhere to ethical, moral and legal conduct in the performance of job.

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
2	<i>Continuation....</i> Administrative Assistant II	SLSUB-ADAS2-32-2004	8	16,282.00	Bachelor's Degree	4 hours	1 year	Career Service Sub-Professional	Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Record Management Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, and ability to arrange & organized files / documents for easy retrieval.	
3	Administrative Aide IV	SLSUB-ADA4-62-2004	4	12,674.00	Bachelor's Degree	4 hours	1-6 months	Career Service Sub-Professional	Computer Skills Ability to operate standard personal computer and use computer applications especially Word, Excel and other computer software. Behavioral Competence Honest, ethical, and legal conduct in the performance of job. Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Record Management Ability to arrange and organize files/documents for easy retrieval.	

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 **March 12, 2018**

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:

DR. PROSE IVY G. YEPES
 University President
 Southern Leyte State Univeristy, Sogod, Campus, Sogod,
 Southern Leyte
slsumaincampus@gmail.com/ vlreoma@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.