



CSC Southern Leyte Field Office

**BULLETIN OF
VACANT POSITIONS
IN THE GOVERNMENT**

April 13, 2018

Date of Release

Mailing Address: Capitol Site, Asuncion, 6600 Maasin City

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

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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	MASTER TEACHER I	OSEC-DECSB-MTCHR1-541886-1998	18	38,085.00	Bachelor's degree of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	4 hours relevant training	1 year 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.

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: 13-Apr-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 Assistant III (Senior Bookkeeper)	540193-2017, 540194-2017, 540198-2017, 540206-2017,	9	P209,676.00	Completion of two years in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility		
2	Master Teacher I (Sec.)	540015-1999, 540054-2008	18	P428,316.00/annum	Bachelors' degree of Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	4 hours of relevant training	1 year of relevant experience	PBET, Teacher		
3	Master Teacher III (Sec.)	ITEM NO : 540001-2003	20	P564,444.00/annum	EDUCATION: Bachelor degree in education or its equivalent with a major & minor or Bachelors degree in Arts & Sciences with at least ten (10) units in professional education.	TRAINING: 8 hours of relevant training	EXPERIENCE: 1 year of relevant experience	ELIGIBILITY: PBET, Teacher/ RA 1080		
4	Principal I (Sec.)	540171-2010, 540161-2010, 540169-2010	SALARY GRADE: 19	P469,812.00/annum	EDUCATION: Bachelors degree in Secondary Education; or Bachelors degree with 18 professional education units.	TRAINING: 40 hours of relevant training	EXPERIENCE: HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years.	ELIGIBILITY: RA 1080/Teacher		
5	Master Teacher II (Sec.)	540018-2013	SALARY GRADE: 19	P469,812.00/annum	EDUCATION: Bachelors' Secondary Education or its equivalent or Bachelors degree in Arts & Sciences with at least eighteen (18) units if professional education	TRAINING: 4 hours of relevant training	EXPERIENCE: 1 year of relevant experience	ELIGIBILITY: PBET, Teacher/ RA 1080		

6	Teacher I (SHS.)	541830-2016	11	P135,440.00/annum	Bachelor of Secondary Education BSED or Bachelors degree plus 18 professional units in Education with appropriate major.	None	None required	RA 1080/Teacher/PBET		
7	Special Education Teacher I (Sec.)	540010-2013	SALARY GRADE: 14	P289,692.00/annum	EDUCATION: Bachelors' degree in education, or its equivalent with a major & minor or Bachelors degree in Arts & Sciences with at least ten (10) units in professional education.	TRAINING: None required	EXPERIENCE: None required	ELIGIBILITY: PBET, Teacher/ RA 1080		
8	Teacher III (Sec.)	540313-2011	SALARY GRADE: 13	P279,084.00/annum	EDUCATION: Bachelors of Secondary Education (BSED) or Bachelors degree plus 18 professional units in Education with appropriate major.	TRAINING: None required	EXPERIENCE: 2 year of relevant experience	ELIGIBILITY: PBET, Teacher/ RA 1080		
9	Administrative Assistant II (Disbursing Officer II)	540207-2017	8	P195,384/annum	Completion of two years in college	4 hours or relevant training	1 year of relevant experience	Career Service (Subprofessional) First level Eligibility		
10	Principal I (Elem.)	540078-2010	18	469,812.00	Bachelors degree in education or Bachelors degree with 18 professional education units	40 hours or relevant training	HT for 1 year TIC for 2 yrs or Mt for 2 years or Teacher for 5 years	RA 1080/Teacher/PBET		

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:

GENIS S. MURALLOS, CESO V
Schools Division Superintendent
Mantahan, Maasin City, So. Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTHERN LEYTE
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE NO. VIII
Maasin City, 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 DPWH - Southern Leyte District Engineering Office in the CSC website:

MA. MARGARITA C. JUNIA, D. M.
District Engineer

Date: April 10, 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	ENGINEER III	OSEC-DPWHB-ENG3-465-1998	19	42,099.00	Bachelor's Degree in Engineering relevant to the job	Eight (8) Hours of relevant training	Two (2) Years of relevant experience	RA 1080		DPWH - Southern Leyte District Engineering Office
	XXX									

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 25, 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:

MA. MARGARITA C. JUNIA, D. M.
District Engineer
DPWH-SLDEO, Maasin City, Southern Leyte
dpwhsldeo.as@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CS Form No. 9
Series of 2017

Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN
Request for Publication on the Renewal of Casual Appointment
July 1 - December 31, 2018



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Hinunangan, Southern Leyte in the CSC website:

ENGR. REYNALDO C. FERNANDEZ
Municipal Mayor

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of A
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
2	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
3	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
4	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
5	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
6	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
7	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
8	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
9	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
10	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
11	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
12	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
13	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
14	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M
15	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		Office of the M

16	Casual Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required	Office of the M
17	Casual Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required	Office of the M
18	Casual Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required	Office of the M
19	Casual Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required	Office of the M
20	Casual Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required	Office of the M

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. Application Letter

All pertinent documents must be hand in to:

ENGR. REYNALDO C. FERNANDEZ
Municipal Mayor
LGU - Hinunangan, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Hinunangan, Southern Leyte in the CSC website:

ENGR. REYNALDO C. FERNANDEZ
Municipal Mayor

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Ass
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Officer I (Supply Officer I)	3	10	14,574.00	Bachelor's Degree	None required	None required	Career Service(Professional)		Mayor's C
2	Administrative Assistant III (Senior Bookkeeper)	35	9	13,589.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service(Professional)		Accounting
3	Revenue Collection Clerk II	40-A	7	11,828.00	Completion of two years studies in college	None required	none required	Career Service (Sub-Professional)		Mun. Treasure
4	Revenue Collection Clerk II	40-B	7	11,828.00	Completion of two years studies in college	None required	none required	Career Service (Sub-Professional)		Mun. Treasure

QUALIFIED APPLICANTS are advised to accomplish the following documents:

1. Application Letter and Updated Resume
2. Performance rating at least Very Satisfactory for the two (2) rating period for Promotional Appointment
3. Photocopy of Certificate of eligibility/rating/license
4. Photocopy of Certificate of experience
5. Photocopy of Certificate of training

NOTE: Including the requirements of Filipino Citizenship, of good moral and a resident of the Local Government Unit concerned.

All pertinent documents must be hand in to:

ENGR. REYNALDO C. FERNANDEZ
Municipal Mayor
LGU - Hinunangan, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED
AND BE SPECIFIC TO THE POSITION YOU ARE APPLYING FOR

Republic of the Philippines
Municipality of Hinunangan
Request for Publication on the Renewal of Casual Appointment
July 1 - December 31, 2018

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Hinunangan, Southern Leyte in the CSC website:

FLORENTINO S. FERNANDEZ, JR.
Municipal Vice Mayor
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	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		SB Office
2	Administrative Aide I	none	1	7,985.00	Must be able to read and write	none required	none required	none required		SB 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 _____.

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. Application Letter

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FLORENTINO S. FERNANDEZ, JR.
Municipal Vice Mayor
LGU - Hinunangan, Southern Leyte

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: April 10, 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 Agriculturist II	2018-P-353	SG15	P23,430.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Appropriate R.A. 1080		City Agricultural Services Office
2	1 Environmental Management Specialist II	2018-P-132	SG15	P23,430.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional, 2nd Level Eligibility		City General Services Office
3	1 Agriculturist I	2018-P-356	SG11	P16,677.00	Bachelor's Degree relevant to the job	None required	None required	Appropriate R.A. 1080		City Agricultural Services Office
4	1 Project Development Officer I	2018-P-232	SG11	P16,677.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional, 2nd Level Eligibility		City Engineering Services Office
5	1 Administrative Aide IV - (Clerk II)	2018-P-083	SG4	P10,332.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional, 1st Level Eligibility		City Administrator's Office
6	1 Administrative Aide IV - (Driver II)	2018-P-265	SG4	P10,332.00	Elementary School Graduate	None required	None required	Driver's License (MC 10 s. 2013, CAT.IV)		City Engineering Services Office
7	1 Administrative Aide I - (Utility Worker I)	2018-P-279	SG1	P8,484.00	Must be able to read and write	None required	None required	None required / (MC 10 s. 2013, CAT-III)		City Engineering 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 **May 10, 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

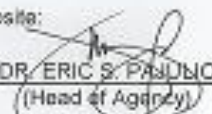
lgumaasincity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 Local Government Unit, Matalom, Leyte in the CSC website:


DR. ERIC S. PAJULO
(Head of Agency)

Date: 4/11/2018

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	Local Disaster Risk Reduction Management Officer II	93	15	23,208.00	Bachelor's Degree	4 hours relevant training on DRRM	1 year experience in DRRM	Career Service Profession or 2nd level eligibility	N.A.	Local Disaster 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 April 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:

Hon. Eric S. Pajulo
Municipal Mayor
Local Government Unit, Matalom, Leyte
mschagzdwn@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CS Form No. 9
Series of 2017



Republic of the Philippines
LOCAL GOVERNMENT UNIT OF PINTUYAN, SOUTHERN LEYTE
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipality of Pintuyan, Southern Leyte in the CSC website.

RUSTICO L. ESTRELLA
(Head of Agency)

Date: **April 02, 2018**

No.	Position Title	Plantilla Item No.	Salary/Job/Pay	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Mun. Gov't Dept. Head I (Municipal Health Officer)	40	24	597,000.00	DOCTOR OF MEDICINE GRADUATE	NONE REQUIRED	THREE (3) YEARS EXPERIENCE	R.A 1090		RURAL HEALTH UNIT

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

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:


RUSTICO L. ESTRELLA
Municipal Mayor
F. Castañares St. Pob. Ubos, Pintuyan,
lgu.pintuyan@yahoo.com.ph

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:


PROSE IVY G. YEPES, Ed.D.
University President

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	Administrative Aide III	SLSUB-ADA3-68-2004	3	P 11,914.00	Bachelor's Degree	4 hours of training	1 month of relevant experience	Career Service (Sub-Professional)	<p>Computer Skills Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems.</p> <p>Record Management Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, tracking and disposing or preserving office files/documents.</p> <p>Communication Skills Ability to respond to queries and clearly transmit information to clients, co-workers and superiors.</p> <p>Behavioral Competence Adhere to ethical, moral and legal conduct in the performance of duties.</p> <p>Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.</p> <p>Customer Service Understands the customer's perspective and committed to satisfy clients' needs.</p> <p>Dependability/Reliability Ability to perform assigned tasks, finishing assigned jobs and achieves desired result with minimal supervision.</p>	

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	Construction and Maintenance Foreman	SLSUB-CMF-35-2004	8	16,282.00	Completion of relevant vocational /trade course	8 hours of training	1 year	None Required	Technical Skills Strength in terms of skills & knowledge to perform assigned tasks and continues continued growth & learning. Behavioral Competence Honest, ethical, and legal conduct in the performance of job Work Efficiency Ability to do assigned tasks with least use of time and resources. Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships. Supervising Projects Ability to plan the work and influence others to work according to the plans/ program of work and specifications.	

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 27, 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 University, Sogod, Campus, Sogod,

Southern Leyte

ssumaincampus@gmail.com / vlreoma@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.