



CSC WESTERN LEYTE SATELLITE OFFICE

3rd Floor New Ormoc City Hall, Aunubing Street, 6541 Ormoc City
Telefax: (053)832-3395; Email address: csc.westernleyte@gmail.com

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

(Bulletin No. 18-05B, Pursuant to R.A. No. 7041)

As of May 30, 2018

BULLETIN OF VACANT POSITIONS

CSC Western Leyte Satellite Office, Ormoc City

As of May 30, 2018

T A B L E O F C O N T E N T S

P A G E

Department of Education - Ormoc City Division	1
VSU Baybay Main Campus - Baybay City, Leyte	2 - 4
VSU Isabel Campus - Isabel, Leyte	5
City Government of Ormoc - Ormoc City	6 - 7
Municipality of San Isidro - San Isidro, Leyte	8

NOTE: Please submit your application documents to the agency where the vacancy is indicated. Thank you.

Republic of the Philippines
DEPARTMENT OF EDUCATION, Ormoc City Division
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education, Ormoc City Division in the CSC website:

MANUEL P. ALBAÑO, Ph.D., CESO V
(Head of Agency)

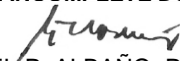
Date: 30-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CHIEF EDUC. SUPERVISOR	OSEC-DECSB-CES-540030-2014	24	879,588	Masteral Degree	24 hrs of training in mgt & supervision	4 yrs in position/s involving mgt & supervision	PBET/Teacher/RA 1080		SCHOOLS DIVISION OFFICE
2	EDUC. PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-540116-2010	22	704,604	Bachelor's degree in 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	8 hrs relevant	2 yrs relevant	PBET/Teacher/RA 1080		SCHOOLS DIVISION OFFICE
3	Master Teacher I	OSEC-DECSB-MTCHR1-541977-1998	18	457,020	Bachelor's degree in elementary education (BSEED) or its equivalent	4 hrs relevant	1 yr relevant	PBET/Teacher/RA 1080		ELEMENTARY
4	Master Teacher I	OSEC-DECSB-MTCHR1-540027-2002	18	457,020	Bachelor's degree in 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 hrs relevant	1 yr relevant	PBET/Teacher/RA 1080		Secondary
5	TEACHER II	OSEC-DECSB-TCH2-540298-2011	12	290,688	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	None Required	1 yr. relevant	RA 1080		Secondary
6	TEACHER II	OSEC-DECSB-TCH2-544904-1998	12	265,788	Bachelor's degree in elementary education (BSEED) or its equivalent	None required	None required	PBET/Teacher/RA 1080		Elementary
7	TEACHER II	OSEC-DECSB-TCH2-540380-2011	12	265,788	Bachelor's degree in educ. Or its equivalent with a major & minor, or Bachelor's degree in Arts & Sciences w/ at least ten (10) units in professional education	None required	None required	PBET/Teacher/RA 1080		Secondary
8	TEACHER I	OSEC-DECSB-TCH1-557708-1998	11	242,148	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 15 units of specialization in relevant strand/subject	None required	None required	PBET/Teacher/RA 1080		Elementary
9	TEACHER I	OSEC-DECSB-TCH1-566742-1998	11	242,148	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 15 units of specialization in relevant strand/subject	None required	None required	PBET/Teacher/RA 1080		Secondary

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


MANUEL P. ALBAÑO, PH.D., CESO V
SCHOOL'S DIVISION SUPERINTENDENT
BRGY PUNTA, ORMOC CITY
dened_ormoc_hrmu@gmail.com

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

EDGARDO E. TULIN
(Head of Agency)

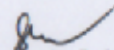
Date: May 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant II	ADAS2-45-2004	B	195384	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS(Subprof.) 1st Level Elig.	<ol style="list-style-type: none"> 1. Commitment & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients 2. Exemplifying integrity and professionalism - complies with policies, rules and standards set by the university 3. Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 4. Demonstrating Personal Effectiveness - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified. 	ALUMNI
2	School Credits Evaluator	SCE-1-1998	11	242148	Bachelor's degree rel. to the job	None required	None required	CS(Prof.) 2nd Level Elig.	<ol style="list-style-type: none"> 5. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 6. Computer Skills - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions. 7. Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. 	Registrar

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 June 11, 2018. Diverse applicants are encouraged to apply.

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:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin

lourdesbcano@yahoo.com/edgardo.tulin@vsu.edu.ph

Director, ODAHRD/University President

ODAHRD, VSU, Visca, Baybay City, Leyte

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

EDGARDO E. TULIN

(Head of Agency)

Date:

April 18, 2018

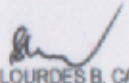
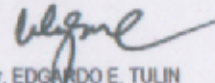
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Farm Worker I	FAWK 1-1-2002	1	1344.00	Elementary School Graduate	none required	none required	none required	<ol style="list-style-type: none"> 1. Consistent & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients. 2. Exemplifying integrity - complies with policies, rules and standards set by the university. 3. Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 4. Planning and delivering - ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments. 5. Challenging and applying innovation - continuously invents and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service. 6. Demonstrating Personal Effectiveness - recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified. 	CFES

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 15, 2018. Diverse applicants are encouraged to apply.

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:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Dr. LOURDES B. CANO/Dr. EDGARDO E. TULIN

lourdesbcano@yahoo.com/edgardo.tulin@vsu.edu.ph

Director, ODAHRD/University President

ODAHRD, VSU, Visca, Baybay City, Leyte

emailed
- 523

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

EDGARDO E. TULIN
(Head of Agency)

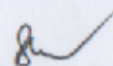
Date: May 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Security Guard II	SECG2- 2-1998	5	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat IV)	<ol style="list-style-type: none"> Commitment & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients Exemplifying integrity and professionalism - complies with policies, rules and standards set by the university Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 	Security Office
2	Administrative Assistant III (M)	ADAS3-31-2004	9	209,676	High School Graduate or Completion of relevant voc1 /trade course	1 year of relevant experience	4 hours of relevant training	Mech Eqpt Optr (MC 10, s. 2013 - Cat II)	<ol style="list-style-type: none"> Demonstrating Personal Effectiveness - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 	GSD

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 June 11, 2018. Diverse applicants are encouraged to apply.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin

lourdesbcano@yahoo.com/edgardo.tulin@vsu.edu.ph
Director, ODAHRD/University President

Republic of the Philippines
VISAYAS STATE UNIVERSITY-ISABEL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University - Isabel in the CSC website:

ALBERTO L. CARILLAS, Ed. D.

Dean

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Bookkeeper)	ADAS3-3-2010	9-1	209,676.00	Completion of 2 years studies in College preferably Bachelor's degree in Accountancy or any related courses	4 hours of relevant training	1 year of relevant experience	Career Service First Level Eligibility / preferably RA1080		Isabel, 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 June 15, 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:

ALBERTO L. CARILLAS, Ed. D.
Dean
Marvel, Isabel, Leyte
vsuisabel71@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSC 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
LGU - ORMOC CITY
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU - Ormoc) in the CSC website


RICHARD I. GOMEZ
(Head of Agency)

Date: May 24, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SENIOR LABOR & EMPLOYMENT OFFICER	345	SG-19	505,188.00	BACHELOR'S DEGREE	8 HRS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		PESO
2	LABOR & EMPLOYMENT ASSISTANT	347	SG-8	195,384.00	COMPLETION OF TWO YRS.COLLEGE STUDIES IN COLLEGE	4HRS. OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL;1ST LEVEL ELIGIBILITY		PESO
3	TRAFFIC OPERATIONS OFFICER IV	66	SG-22	704,604.00	MASTER'S DEGREE OR CERTIFICATE OF LEADERSHIP AND MANAGEMENT FROM CSC	40 hrs. of supervisory/ Management learning & development intervention undertaken within the last 5yrs	FOUR (4) years Supervisory /Management experience	CS PROFESSIONAL/ 2ND level eligibility		Traffic Enforcement & Management Office
4	REVENUE COLLECTION CLERK I	158/ 160	sg-5		COMPLETION OF TWO YRS.COLLEGE STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL;1ST LEVEL ELIGIBILITY		CITY TREASURER'S COLLEGE

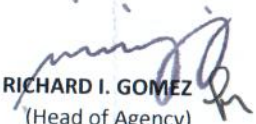
CSC FORM No. 9
Series of 2017

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

Republic of the Philippines
LGU - ORMOC CITY
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU - Ormoc) in the CSC website


RICHARD I. GOMEZ
(Head of Agency)

Date: May 24, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (IAS)	40	SG-23	787,248.00	MASTER'S DEGREE OR CERTIFICATE OF LEADERSHIP AND MANAGEMENT FROM CSC	120HRS of supervisory /Management learning & development intervention undertaken within the last 5 years.	FIVE (5) years Supervisory /Management experience	CS PROFESSIONAL/ 2ND level eligibility		IAS

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 June 8, 2018

1. Fully accomplished Personal Data (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:

RICHARD I. GOMEZ
CITY MAYOR
City Government of Ormoc
hrmlgu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.




Republic of the Philippines
LOCAL GOVERNMENT UNIT-SAN ISIDRO, LEYTE
Request for Publication of Vacant Positions

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

To: **CIVIL SERVICE COMMISSION (CSC)**

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

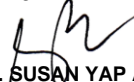

HON. SUSAN YAP ANG
Municipal Mayor
Date: 22-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer (Administrative Officer V)	113	24	659,688.00	Masteral Degree	24 hours of training in management and supervision	4 years in position involving management and supervision	Career Service Professional/Second Level Eligibility	Leading Change, Problem Solving Skills, Process Management	Administrative Office
2	Midwife II	46-12	11	242,148.00	Completion of the Midwifery Course	4 hours of relevant training	1 Year of relevant experience	Relevant to RA 1080	Delivery Service Excellence, Flexibility, Communication Skills	Municipal Health Office
3	Midwife I	62	9	209,676.00	Completion of the Midwifery Course	None Required	None Required	Relevant to RA 1080	Delivery Service Excellence, Flexibility, Communication Skills	Municipal Health 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 June 15, 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. SUSAN YAP ANG
Municipal Mayor

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte
sanisidroleyte1884@gmail.com and hilcin1982@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.