



**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE**  
**Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City**

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|-----------------------|---|
| Place of Assignment:  | Office of the Provincial Legal Officer  |
| Plantilla Item No./s: | 18  |
| Salary/Job/Pay Grade: | 6   |
| Monthly Salary :      | 18,957.00   |
| Eligibility:          | Career Service (Subprofessional) /First Level Eligibility   |
| Education:            | Completion of two years studies in college (prior to 2018) OR<br>Completion of Grade 12/ Senior High School (starting 2016)   |
| Training:             | None Required   |
| Work Experience:      | None Required   |
| Competency:           | 1. Benefits, Compensation, Welfare Administration and<br>Management (2) 2. Effective Written and Oral Communication<br>Skills (3) 3. Organized and Detail Oriented (3) 4. Computer<br>Literacy (2) 5. Records Management (3) 6. Interpersonal<br>Communication Skills (2) 7. Service Delivery (3) 8. Rewards and<br>Recognition (1) 9. Generating Reports and Documentation (2) |

**Instructions/Remarks :**

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 Oct. 9, 2025.

**Documents:**

- 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](http://www.csc.gov.ph);
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license;
- 4. Photocopy of Transcript of Records; and
- 5. Photocopy of certificate of relevant trainings.

**QUALIFIED APPLICANTS** are advised to prepare application letter addressed to:

ARTHUR R. DEFENSOR JR.

**Governor**

Iloilo Provincial Capitol, Bonifacio Drive, Iloilo City  
or hand in, send through courier/email to the  
Human Resource Management & Development Office  
3rd Floor, Iloilo Provincial Capitol  
[ipghris.com](http://ipghris.com)



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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

This office highly encourage interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity, and filiation, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity.

**Posting Date :** Sept. 19, 2025

**Closing Date :** Oct. 9, 2025