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 Republic of the Philippines
 PROVINCE OF LEYTE
 Palo, Leyte 6501

OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICO L. PETILLA

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: FEB 24 2026
 By: [Signature]

February 9, 2026

THE HONORABLE SANGGUNIANG PANLALAWIGAN
Province of Leyte
Palo, Leyte

THRU : Hon. LEONARDO M. JAVIER, JR.
 Vice-Governor and Presiding Officer

SUBJECT: REQUEST FOR THE CREATION OF FIFTEEN (15) MEDICAL SPECIALIST II POSITIONS WITH SALARY GRADE 23

OFFICE/DEPARTMENT: PROVINCIAL HEALTH OFFICE

Gentlemen/Mesdames:

Greetings.

This has reference to Our Provincial Health Office, which is mandated to cater the health and well-being of the constituents of Leyte and the public in general.

It is noteworthy to state that the present staffing of the organization structure of the Provincial Health Office, has only one (1) Medical Officer and a Rural Health Physician, which is no longer relevant in terms of providing treatment, medical and other health services to the province consisting of 41LGUs, with the increasing population and the corresponding increase of the demand for health and medical care.

And pursuant to Section 76 of the Local Government Code of 1991 (RA 7160), which states that, "every local government unit is empowered to design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines of the Civil Service Commission".

In view of this, we hereby request for the **Creation of Fifteen (15) Medical Specialist II positions with Salary Grade 23** under the Provincial Health Office, Palo, Leyte. These positions will supplement and reinforce the workforce of our health workers in the Provincial Health Office to provide better and efficient delivery of the needed health services.

The proposed positions will carry the following qualification standards and primary duties and responsibilities:

Qualification Standards of Medical Specialist II

Education: Doctor of Medicine
Experience: 1 year of relevant experience
Trainings: 4 hours of relevant training
Eligibility: RA1080, as amended (Physician)

Duties and Responsibilities of Medical Specialist II

- Conducts thorough examination of patients.
- Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned; directs and participates in their treatment, management, and care.
- Prescribes treatment procedures and techniques within his/her field of specialization.
- Supervises Medical staff
- Conducts research on various diseases and etiology, cure and prevention as well as on progress of therapeutic management on confined patients.
- Follows up discharged cases to determine reappearance of symptoms and efficacy of treatment.
- Evaluates performance of Medical Officers and other direct subordinates.
- Coordinates public health programs as assigned.
- Ensures completeness of relevant medical documentation.
- Performs other related functions as may be assigned.

The funding requirement for the salaries, allowances, and other personnel benefits associated with these positions shall be sourced from the General Fund and the total appropriation for Personal Services cost remains within the prescribed limitations set forth under Section 325(a) of RA 7160.

With anticipation for your favorable consideration and prompt action, in the best interest of public service. Thank you.


CARLOS JERICO L. PETILLA
Provincial Governor 