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Date: 06 2026 OCT

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte 6501

Sangguniang Panlalawigan
Province of Leyte

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Date: OCT 06 2026

By: *[Signature]*

OFFICE OF THE PROVINCIAL GOVERNOR

CARLOS JERICHO L. PETILLA

September 14, 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 16 INFORMATION TECHNOLOGY POSITIONS,
6 ACCOUNTANT POSITIONS, 7 ENGINEER POSITIONS AND 3 ARCHITECT
POSITIONS**

Gentlemen/Mesdames:

Greetings.

This has reference to the continuing efforts of the Provincial Government of Leyte to strengthen its organizational structure and staffing complement in order to effectively respond to the increasing demands of its various programs, projects, and services.

In view of the expanding operations and increasing technical, financial, infrastructure, and information and communications technology (ICT) requirements of the Provincial Government, there is a need to augment the existing workforce with personnel possessing the appropriate technical expertise and professional qualifications. The proposed positions are intended to provide the necessary support in the areas of information technology, accounting, engineering, and architecture, which are essential to the efficient delivery of government programs and services.

Pursuant to Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, 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 prescribed by the Civil Service Commission.

In view of the foregoing, we hereby respectfully request for the creation of Sixteen (16) Information Technology positions, Six (6) Accountant positions, Seven (7) Engineer positions, and Three (3) Architect positions. The creation of these positions will augment and reinforce the existing workforce of the Provincial Government and provide the technical and professional manpower necessary for the efficient and effective delivery of its programs, projects, and services and enumerated in details as follows:

Provincial Governor's Office

Item No.	Position Title	Salary Grade	Total PS Cost
67	Computer Maintenance Technologist I	11	550,650.00
68	Computer Maintenance Technologist I	11	550,650.00
69	Computer Maintenance Technologist I	11	550,650.00
70	Computer Maintenance Technologist II	15	715,492.00
71	Computer Maintenance Technologist II	15	715,492.00
72	Computer Programmer I	11	550,650.00
73	Computer Programmer I	11	550,650.00
74	Computer Programmer I	11	550,650.00
75	Computer Programmer II	15	715,492.00
76	Computer Programmer II	15	715,492.00
77	Computer Programmer III	18	898,702.00
78	Computer Programmer III	18	898,702.00
79	Information System Analyst I	12	585,938.00
80	Information System Analyst I	12	585,938.00
81	Information System Analyst II	16	770,826.00
82	Information System Analyst II	16	770,826.00
TOTAL			10,676,800.00

Provincial Accountant's Office

Item No.	Position Title	Salary Grade	Total PS Cost
22	Accountant II	16	770,826.00
23	Accountant II	16	770,826.00
24	Accountant III	19	982,682.00
25	Accountant III	19	982,682.00
26	Accountant III	19	982,682.00
27	Accountant III	19	982,682.00
TOTAL			5,472,380.00

Provincial Engineer's Office

Item No.	Position Title	Salary Grade	Total PS Cost
195	Engineer I	12	585,938.00
196	Engineer I	12	585,938.00
197	Engineer I	12	585,938.00
198	Engineer I	12	585,938.00
199	Engineer I	12	585,938.00
200	Engineer II	16	770,826.00
201	Engineer II	16	770,826.00
202	Architect II	16	770,826.00
203	Architect II	16	770,826.00
204	Architect II	16	770,826.00
TOTAL			6,783,820.00

The above-mentioned positions will carry the following primary duties and responsibilities and their qualification standards:

I. Computer Maintenance Technologist I

Duties and Responsibilities

- Installs, configures, maintains, and troubleshoots desktop and laptop computers, printers, scanners, and other ICT equipment.
- Provides Level 1 technical support to end-users on hardware, software, network connectivity, and related ICT concerns.
- Assists in the implementation of ICT security policies, including user account management, password administration, and endpoint protection.
- Maintains records of ICT assets, technical support requests, and equipment maintenance activities.
- Assists in conducting preventive maintenance of ICT equipment and facilities.
- Prepares and updates technical documentation, inventories, and configuration records.

Qualification Standards

- **Education:** Bachelor's degree relevant to the position
- **Experience:** None required
- **Training:** None required
- **Eligibility:** Career Service Professional Eligibility (Second Level)

II. Computer Maintenance Technologist II

Duties and Responsibilities

- Provides Level 2 technical support for complex hardware, software, and network-related issues.
- Administers and monitors local area networks (LAN), wireless networks, servers, communication systems, and related ICT infrastructure.
- Implements and monitors cybersecurity measures, including antivirus systems, access controls, firewalls, and endpoint security.
- Conducts backup, recovery, and disaster preparedness activities for ICT resources.
- Maintains ICT asset inventories, software licensing records, and equipment accountability reports.
- Evaluates ICT equipment and software requirements and recommends upgrades and improvements.
- Conducts ICT orientations and technical training programs for personnel.
Prepares technical reports and recommendations for management.

Qualification Standards

- **Education:** Bachelor's degree relevant to the position
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** Career Service Professional Eligibility (Second Level)

III. Computer Programmer I

Duties and Responsibilities

- Assists in gathering user requirements and documenting system specifications.

- Develops, modifies, and maintains simple application programs, reports, and database queries.
- Assists in system testing, debugging, and quality assurance activities.
- Provides basic application support and troubleshooting assistance to users.
- Prepares technical and user documentation for developed systems.
- Maintains source code and program documentation in accordance with established standards.

Qualification Standards

- **Education:** Bachelor's degree relevant to the position
- **Experience:** None required
- **Training:** None required
- **Eligibility:** Career Service Professional Eligibility (Second Level), Electronic Data Processing Specialist Eligibility (EDPSE)

IV. Computer Programmer II

Duties and Responsibilities

- Designs, develops, tests, and deploys application systems, databases, and web-based solutions.
- Prepares system specifications, process flows, technical documentation, and user manuals.
- Conducts software testing, debugging, and performance optimization activities.
- Implements system enhancements and corrective actions based on user requirements.
- Maintains source code repositories, audit trails, and version control systems.
- Ensures data integrity, security controls, and compliance with applicable ICT standards.
- Conducts user orientation and training on implemented systems.

Qualification Standards

- **Education:** Bachelor's degree relevant to the job
- **Experience:** One (1) year of relevant experience
- **Training:** Eight (8) hours of relevant training
- **Eligibility:** Career Service Professional Eligibility (Second Level), Electronic Data Processing Specialist Eligibility (EDPSE)

V. Computer Programmer III

Duties and Responsibilities

- Conducts systems analysis, application architecture design, and database design activities.
- Leads the development, testing, implementation, and maintenance of enterprise applications and information systems.
- Administers application security controls, database security measures, and system access management.
- Oversees data backup, disaster recovery, and business continuity initiatives for application systems.
- Reviews and approves technical specifications, coding standards, and system documentation.

- Supervises and mentors junior programmers and technical personnel.
- Provides advanced technical support and resolves critical application issues.

Qualification Standards

- **Education:** Bachelor's degree relevant to the job
- **Experience:** Two (2) years of relevant experience
- **Training:** Sixteen (16) hours of relevant training
- **Eligibility:** Career Service Professional Eligibility (Second Level), Electronic Data Processing Specialist Eligibility (EDPSE)

VI. Information System Analyst I

Duties and Responsibilities

- Assists in analyzing business processes and information system requirements.
- Generates reports and transforms data into meaningful management information.
- Performs database queries, system diagnostics, and basic analytical functions.
- Assists in the testing, deployment, and maintenance of information systems.
- Provides technical assistance and support to system users.
- Prepares reports, documentation, and system records.

Qualification Standards

- **Education:** Bachelor's degree relevant to the job
- **Experience:** None required
- **Training:** None required
- **Eligibility:** Career Service Professional Eligibility (Second Level), Electronic Data Processing Specialist Eligibility (EDPSE)

VII. Information System Analyst II

Duties and Responsibilities

- Conducts systems analysis, requirements gathering, and feasibility studies for ICT projects.
- Develops, tests, and evaluates software applications and information systems.
- Diagnoses and resolves complex application and systems issues.
- Administers websites, databases, and related information systems.
- Monitors compliance with information security, data privacy, and records management requirements.
- Conducts research and recommends technological solutions and process improvements.
- Provides user training and technical guidance on implemented systems.
- Prepares management reports and technical recommendations.

Qualification Standards

- **Education:** Bachelor's degree relevant to the job
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** Career Service Professional Eligibility (Second Level), Electronic Data Processing Specialist Eligibility (EDPSE)

VIII. Accountant II

Duties and Responsibilities

- Reviews accounting transactions and supporting documents for completeness, accuracy, and validity.
- Prepares financial statements, schedules, reports, and reconciliations in accordance with government accounting standards.
- Reviews disbursement vouchers, journal entries, and other accounting records.
- Assists in budget preparation, utilization monitoring, and financial analysis.
- Ensures compliance with the Government Accounting Manual (GAM), COA Circulars, and other applicable laws, rules, and regulations.
- Coordinates with internal and external auditors and prepares responses to audit.

Qualification Standards

- **Education:** Bachelor of Science in Accountancy
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** RA 1080 (Certified Public Accountant)

IX. Accountant III

Duties and Responsibilities

- Supervises accounting operations and financial reporting activities.
- Reviews and certifies the correctness of accounting records and financial reports.
- Ensures compliance with government accounting standards, COA regulations, and internal control systems.
- Oversees budget monitoring and financial management activities.
- Coordinates audit activities and ensures timely compliance with audit recommendations.
- Provides technical guidance to accounting personnel.
Recommends improvements to accounting systems, policies, and procedures.

Qualification Standards

- **Education:** Bachelor of Science in Accountancy
- **Experience:** Two (2) years of relevant experience
- **Training:** Eight (8) hours of relevant training
- **Eligibility:** RA 1080 (Certified Public Accountant)

X. Engineer I

Duties and Responsibilities

- Assists in the preparation of engineering plans, drawings, specifications, and technical documents.
- Conducts inspections, surveys, and field investigations.
- Assists in project monitoring, documentation, and preparation of accomplishment reports.
- Performs technical computations, estimates, and data analysis.
- Verifies compliance of projects with approved plans and specifications.
- Maintains engineering records and project files.

Qualification Standards

- **Education:** Bachelor's degree in Engineering
- **Experience:** None required
- **Training:** None required
- **Eligibility:** RA 1080 (Registered Engineer)

XI. Engineer II

Duties and Responsibilities

- Prepares engineering designs, plans, technical specifications, and cost estimates.
- Supervises project implementation and monitors compliance with approved plans and standards.
- Conducts project inspections and evaluates contractor performance.
- Reviews technical reports, plans, and engineering documents.
- Analyzes operational issues and recommends engineering solutions and improvements.
- Assists in project acceptance and turnover activities.

Qualification Standards

- **Education:** Bachelor's degree in Engineering
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** RA 1080 (Registered Engineer)

XII. Architect II

Duties and Responsibilities

- Prepares architectural plans, designs, specifications, and working drawings.
- Utilizes CAD and related software in the preparation and presentation of architectural projects.
- Prepares project estimates, space planning studies, and design recommendations.

- Reviews shop drawings, as-built plans, and related architectural documents.
- Ensures compliance with the National Building Code, Accessibility Law, Fire Code, and other applicable standards.
- Participates in project inspections, monitoring, and acceptance activities.
- Maintains architectural records and project documentation.

Qualification Standards

- **Education:** Bachelor's degree in Architecture
- **Experience:** None required
- **Training:** None required
- **Eligibility:** RA 1080 (Registered Architect)

The funding requirement for the salaries, allowances, and other personnel benefits associated with these positions shall be sourced from the General Fund and shall be incorporated in the Annual Budget FY 2027. The overall total appropriation for Personal Services remains within the prescribed limitations set forth under Section 325(a) of RA 7160.

With anticipation for your favorable consideration and prompt action.


CARLOS JERICO L. PETILLA
 Provincial Governor