


Republic of the Philippines
CGO MAASIN, SOUTHERN LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO MAASIN, SOUTHERN LEYTE in the CSC website:


RAUL A. INOCANDO, JR.
HRMO

Date: February 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant IV	2020-P-127	22	60784	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (CPA)	N/A	Office of the City Accountant
2	Administrative Officer V - (Administrative Officer III)	2020-P-149	18	39716	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility	N/A	Office of the City General Services Officer
3	Senior Program Health Officer	2023-P-534	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility	N/A	Office of the City Health Officer - City Epidemiology and Surveillance Unit
4	Nurse II	2020-P-312	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	N/A	Office of the City Health Officer

5	Administrative Aide VI - (Accounting Clerk II)	2020-P-135	6	14920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the City Accountant
6	Assessment Clerk II	2020-P-239	6	14920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the City Assessor
7	Livestock Inspector I	2020-P-409	6	14920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the City Veterinarian
8	Process Server	2023-P-532	5	14062	High School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the City Legal Officer
9	Local Legislative Staff Employee II	2023-P-528	4	13248	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the Secretary to the Sangguniang Panlungsod
10	Local Legislative Staff Employee II	2023-P-529	4	13248	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the Secretary to the Sangguniang Panlungsod
11	Local Legislative Staff Employee II	2023-P-530	4	13248	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the Secretary to the Sangguniang Panlungsod
12	Animal Keeper I	2020-P-410	4	13248	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the City Veterinarian

13	Administrative Aide III -(Utility Worker II)	2020-P-433	3	12476	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Local Economic Enterprise - City Market Operation Section
14	Administrative Aide II - (Messenger)	2023-P-531	2	11746	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the Secretary to the Sangguniang Panlungsod
15	Administrative Aide I - (Utility Worker I)	2020-P-024	1	11050	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the City Mayor - Special Operations Unit
16	Administrative Aide I - (Utility Worker I)	2020-P-121	1	11050	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	N/A	Office of the City Budget Officer

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 March 3, 2023.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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

RAUL A. INOCANDO, JR.

SAO - HRMO IV

LGU - Maasin City, Southern Leyte

hmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

