

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: June 3, 2022

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	City Health Officer I	2022-P-514	24	88410	Doctor of Medicine	None	5 years experience as medical practitioner	RA 1080 (Physician)		Office of the City Health Officer
2	Supervising Administrative Officer - (Management and Audit Analyst IV)	2020-P-125	22	59469	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the City Mayor - Internal Audit Services Unit
3	Accountant III	2022-P-502	19	42360	Bachelor's degree in Commerce/ Business Administration Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)		Office of the City Accountant

4	Engineer III	2022-P-510	19	42360	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Engineer)		Office of the City Engineer
5	Administrative Officer V - (Administrative Officer III)	2022-P-515	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the City Health Officer
6	Administrative Officer V - (Administrative Officer III)	2022-P-487	18	38423	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the City Mayor
7	Registration Officer III	2022-P-522	18	38423	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the City Civil Registrar
8	Administrative Officer III - (Cashier II)	2020-P-213	14	27473	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the City Treasurer
9	Administrative Assistant V - (Data Entry Machine Operator III)	2022-P-497	11	21623	Completion of two years in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Office of the Secretary to the Sangguniang Panlungsod
10	Administrative Assistant II - (Disbursing Officer II)	2020-P-216	8	16148	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Office of the City Treasurer
11	Process Server	2022-P-504	5	13523	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013)		Office of the City Legal Officer

12	Administrative Aide III - (Clerk I)	2020-P-079	3	12006	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Secretary to the Sangguniang Panlungsod
13	Administrative Aide III - (Utility Worker II)	2020-P-119	3	12006	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013)		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 June 19, 2022.

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

hrmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.