

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: July 11, 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	Senior Transportation Regulation Officer	2022-P-523	18	38423	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service Eligible, Second Level Eligibility		Local Economic Enterprise - City Terminal Operation Section
2	Special Operations Officer III	2022-P-492	18	38423	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service Eligible, Second Level Eligibility		Office of the City Mayor - Special Operations Unit
3	Traffic Operations Officer III	2022-P-491	18	38423	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Civil Service Eligible, Second Level Eligibility		Office of the City Mayor - Special Operations Unit

4	Aquaculturist II	2022-P-517	15	29832	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office the City Agriculturist
5	Administrative Officer IV - (Human Resource Management Officer II)	2022-P-500	15	29832	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Civil Service Eligible, Second Level Eligibility		Office of the City Human Resource Management and Development Officer
6	Administrative Aide IV - (Mechanic I)	2020-P-288	4	12744	High School graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Engineer

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 July 27, 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

hmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.