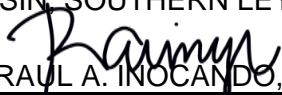


Republic of the Philippines  
**CGO MAASIN, SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

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 13, 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 Government Department Head I - (City Human Resource Management Officer)	2022-P-499	25	85670	Bachelor's Degree in Psychology, Human Resource Management, Public Administration, Commerce, Business Administration and Management, or other allied courses	None required	Five (5) years of relevant experience	Civil Service Eligible, Second Level Eligibility		Office of the City Human Resource Management and Development 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 July 29, 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](http://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. Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned
6. 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.**

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SAO - HRMO IV

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LGU - Maasin City, Southern Leyte

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[hrmsmaasincity@gmail.com](mailto:hrmsmaasincity@gmail.com)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**