

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: November 2, 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	Aquaculturist II	2022-P-517	15	29832	Bachelor's degree relevant to the job	Four hours of relevant training	One year of relevant experience	Career Service Professional, Second Level Eligibility		Office of the City Agriculturist
2	Midwife III	2020-P-327	13	29798	Completion of Midwifery course	Eight hours of relevant training	Two years of relevant experience	RA 1080 (Midwife)		Office of the City Health Officer
3	Animal Keeper II	2022-P-518	6	14345	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Veterinarian
4	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 (Automotive Servicing) MC11, s.96 - Cat. II, as amended by MC10, s. 2013		Office of the City Engineer

5	Traffic Aide I	2022-P-493	3	12006	High School graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	Office of the City Mayor - Special Operations Unit
6	Traffic Aide I	2022-P-494	3	12006	High School graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)	Office of the City Mayor - Special Operations Unit
7	Administrative Aide II - (Messenger)	2020-P-120	2	11309	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, 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 November 17, 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.

