

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: December 5, 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	Registration Officer II	2020-P-415	14	27473	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service Professional, Second Level Eligibility	N/A	Office of the City Civil Registrar
2	Labor and Employment Officer II	2022-P-496	13	25328	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Development, (HRD); Human Resource Management (HRM); and/or allied fields	Two hours of relevant training on employment facilitation	One year of experience in program management relative to employment facilitation	Career Service Professional, Second Level Eligibility	N/A	Office of the City Mayor - Public Employment Services Unit

3	Administrative Aide IV - (Clerk II)	2020-P-418	4	12744	Completion of two years studies in college	None required	None required	Career Service Sub-professional, First Level Eligibility	N/A	Office of the City Civil Registrar
4	Heavy Equipment Operator I	2020-P-277	4	12744	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. II, as amended by MC10, s. 2013)	N/A	Office of the City Engineer
5	Administrative Aide I - (Utility Worker I)	2020-P-085	1	10639	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 Secretary to the Sangguniang Panlungsod
6	Administrative Aide I - (Utility Worker I)	2020-P-195	1	10639	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 Legal Officer
7	Administrative Aide I - (Utility Worker I)	2020-P-120	1	10639	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	Local Economic Enterprise - City Market Operation Section

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 December 20, 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.