


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 7, 2021

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	Social Welfare Officer I	2020-P-366	11	20295	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Office of the City Social Welfare and Development Officer
2	Day Care Worker II	2020-P-371	8	15513	High School graduate	None required	None required	None required (MC11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Social Welfare and Development Officer
3	Youth Development Assistant I	2020-P-370	5	12984	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Social Welfare and Development Officer
4	Heavy Equipment Operator I	2020-P-277	4	12240	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)		Office of the City Engineer

5	Administrative Aide III - (Driver I)	2020-P-289	3	11536	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended by MC10, s. 2013)		Office of the City Engineer
6	Administrative Aide III - (Utility Worker II)	2020-P-157	3	11536	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City General Services Officer
7	Administrative Aide III - (Utility Worker II)	2021-P-481	3	11536	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Treasurer
8	Administrative Aide I - (Utility Worker I)	2020-P-017	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Mayor
9	Administrative Aide I - (Utility Worker I)	2020-P-028	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Mayor
10	Administrative Aide I - (Utility Worker I)	2020-P-109	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Planning and Development Coordinator
11	Administrative Aide I - (Utility Worker I)	2020-P-145	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Accountant

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 22, 2021.

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.

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

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