

Republic of the Philippines  
CITY OF MAASIN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:



**NACIONAL V. MERCADO**

City Mayor

Date: November 14, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 Local Revenue Collection Officer II	2018-P-176	SG15	P24,659.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional, Second Level Eligibility		City Treasury Services Office
2	1 Administrative Officer III - (Cashier II)	2018-P-191	SG14	P22,520.00	Bachelor's Degree	Four hours relevant training	One year relevant experience	Career Service Professional, Second Level Eligibility		City Treasurer's Office
3	1 Administrative Aide VI - (DEMO I)	2018-P-082	SG6	P12,189.00	Completion of two year college studies or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional or Its Equivalent (Data Encoder), First Level Eligibility		City Administrator's Office - Human Resource Management 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 3, 2018**.

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 present position for one (1) year (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:

**NACIONAL V. MERCADO**

City Mayor

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

[lgumaasincity@yahoo.com](mailto:lgumaasincity@yahoo.com)

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