

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:



**VICTORIA D. MARAON**

SAO-HRMO IV

Date: November 27, 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 Social Welfare Assistant	2018-P-343	SG8	P13,840.00	Completion of two years studies in college	Four hours relevant training	One year relevant experience	Career Service Subprofessional, First Level Eligibility		City Social Welfare and Development Office
2	1 Assistant Registration Officer	2018-P-388	SG8	P13,840.00	Completion of two years studies in college	Four hours relevant training	One year relevant experience	Career Service Subprofessional, First Level Eligibility		City Civil Registrar's Office

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 13, 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:

**VICTORIA D. MARAON**

SAO-HRMO IV

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.**