

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: September 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 Administrative Aide III - (Utility Worker II)	2018-P-143	SG3	P10,127.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City General Services Office
2	1 Administrative Aide I - (Laborer I)	2018-P-166	SG1	P8,934.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City General Services 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 **October 15, 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.**