



Republic of the Philippines  
Province of Southern Leyte  
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: October 14, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	1 City Assessor	2019-P-227	SG25	P80,821.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)		City Assessor's Office
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					
2	1 CGADH I - (Assistant City Budget Officer)	2019-P-108	SG23	P62,739.00	Master's Degree or Holder of a Certificate in Leadership and Management from the Civil Service Commission	Four (4) years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional), Second Level Eligibility		City Budget Services Office
3	1 College Department Head	2019-P-437	SG20	P43,482.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional), Second Level Eligibility		Maasin City College
4	1 Senior Agriculturist	2019-P-365	SG18	P34,541.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	2 years of relevant experience	8 hours of relevant training	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		City Agricultural Services Office

5	1 Administrative Officer IV - (Administrative Officer II)	2019-P-006	SG15	P25,951.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		City Mayor's Office
6	2 Revenue Collection Clerk II	2019-P-193 2019-P-194	SG7	P13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Treasury Services Office
7	1 Administrative Aide VI - (Utility Foreman)	2019-P-277	SG6	P12,620.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Engineering Services Office
8	1 Heavy Equipment Operator I	2019-P-267	SG4	P11,232.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013 - Cat. II)		City Engineering Services Office
9	1 Administrative Aide I - (Laborer I)	2019-P-173	SG1	P9,408.00	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 29, 2019**.

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.**