

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: February 5, 2024

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	Attorney III	2020-P-188	21	54397	Bachelor of Laws	Four hours of relevant training	One year of relevant experience	RA 1080 (Bar)	N/A	Office of the City Legal Officer
2	Midwife III	2020-P-322	13	31320	Completion of the Midwifery Course	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Midwife)	N/A	Office of the City Health Officer
3	Administrative Officer II -(HRMO I)	2024-P-547	11	22950	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility	N/A	Office of the City Human Resource Management & Development Officer
4	Environmental Management Specialist I	2024-P-552	11	22950	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility	N/A	Office of the City Environment & Natural Resources Management Officer

5	Market Supervisor	2020-P-427	10	19700	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Local Economic Enterprise-City Market Operation Section
6	Administrative Assistant II- (Accounting Clerk III)	2024-P-550	8	16782	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the City Accountant
7	Administrative Assistant II- (DEMO II)	2024-P-555	8	16782	Completion of two years studies in college or High School graduate with relevant	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	N/A	Office of the City Civil Registrar
8	Administrative Assistant I- (Bookbinder III)	2024-P-556	7	15827	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)	NA/	Office of the City Civil Registrar
9	Administrative Aide VI- (Accounting Clerk II)	2020-P-133	6	14920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	NA	Office of the City Accountant
10	Administrative Aide VI- (Accounting Clerk II)	2020-P-134	6	14920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Office of the City Accountant
11	Administrative Aide IV- (Accounting Clerk I)	2020-P-139	4	13248	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Office of the City Accountant
12	Traffic Aide I	2024-P-539	3	12476	High School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)	NA/	Office of the City Mayor - City Traffic Enforcement Unit

13	Administrative Aide III- (Driver I)	2020-P-164	3	12476	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 -Cat IV as ammended)	N/A	Office of the City Environment & Natural Resources Management Officer
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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 February 21, 2024.

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;
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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAUL A. INOCANDO, JR.

CGDH I - CHRMO

LGU - Maasin City, Southern Leyte

maasinhmndoapplication@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.