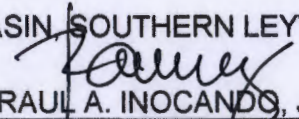


Republic of the Philippines
CGO MAASIN, SOUTHERN LEYTE
Request for Publication of Vacant Positions

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: March 18, 2021

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	Administrative Aide III - (Utility Worker II)	2021-P-472	3	11066	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Investment, Promotion and Tourism
2	Administrative Aide II - (Messenger)	2021-P-473	2	10435	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Investment, Promotion and Tourism
3	Administrative Aide III - (Utility Worker II)	2021-P-477	3	11066	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Accountant
4	Administrative Aide III - (Utility Worker II)	2021-P-478	3	11066	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Accountant
5	Administrative Aide IV - (Clerk II)	2021-P-021	4	11736	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Mayor - Special Operations Unit

6	Administrative Aide II - (Messenger)	2021-P-471	2	10435	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	Office of the City Mayor - Special Operations Unit
7	Administrative Aide III - (Clerk I)	2021-P-036	3	11066	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	Office of the City Mayor - Public Employment Services Unit
8	Engineering Aide	2021-P-484	4	11736	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	Office of the City Engineer
9	Engineering Aide	2021-P-485	4	11736	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	Office of the City Engineer
10	Administrative Aide VI - (Mechanic II)	2021-P-486	6	13195	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. II, as amended)	Office of the City Engineer
11	Administrative Aide III - (Carpenter I)	2020-P-282	3	11066	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I)	Office of the City Engineer
12	Administrative Aide III - (Carpenter I)	2020-P-286	3	11066	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I)	Office of the City Engineer

13	Agriculturist II	2020-P-379	15	27245	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	1 year of relevant experience	4 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 PDF)	Office of the City Agriculturist
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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 April 03, 2021.

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.

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

RAUL A. INOCANDO, JR.

 SAO - HRMO IV

 E. Rafols St. Tunga-Tunga, Maasin City
hrmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.