

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: April 30, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Tax Mapping Aide	2020-P-212	4	12,240.00	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 Treasurer
2	Administrative Aide VI - (Clerk III)	2020-P-222	6	13,770.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Treasurer
3	Administrative Aide III - (Ticket Checker)	2021-P-479	3	11,536.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Treasurer
4	Administrative Aide III - (Utility Worker II)	2021-P-480	3	11,536.00	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 Treasurer
5	Administrative Aide II - (Bookbinder I)	2021-P-482	2	10,872.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Treasurer
6	Administrative Aide II - (Messenger)	2021-P-483	2	10,872.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the City Treasurer

7	Medical Technologist I	2020-P-319	11	23,877.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Med Technologist)		Office of the City Health Officer
8	Midwife II	2020-P-328	11	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Office of the City Health Officer
9	Midwife II	2020-P-331	11	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Office of the City Health Officer
10	Midwife II	2020-P-336	11	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Office of the City Health Officer
11	Population Program Worker II	2020-P-346	7	17,179.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Health Officer
12	Administrative Aide III - (Driver I)	2020-P-356	3	13,572.00	Elementary School graduate	None required	None required	Professional Driver's License (MC 11, s. 96 - Cat. IV, as amended)		Office of the City Health Officer

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 May 15, 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

- Maasin City, Tunga-Tunga, Maasin City, Southern

hrmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

