

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: July 6, 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 I - (Utility Worker I)	2020-P-050	1	10229	Must be able to read and write	None required	None required	None required		Office of the City Investment, Promotions and Tourism
2	Administrative Aide I - (Utility Worker I)	2020-P-053	1	10229	Must be able to read and write	None required	None required	None required		Office of the City Investment, Promotions and Tourism
3	Administrative Aide I - (Utility Worker I)	2020-P-144	1	10229	Must be able to read and write	None required	None required	None required		Office of the City Accountant

4	City Government Assistant Department Head I - (Assistant City Treasurer)	2020-P-197	23	65371	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	Five (5) years experience in Treasury or Accounting service	First Grade or its equivalent		Office of the City Treasurer
5	Administrative Aide IV - (Clerk II)	2020-P-417	4	12240	Completion of two year college studies	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Civil Registrar

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 July 22, 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

 LGU - Maasin City, Southern Leyte

hrmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade
CGO MAASIN, SOUTHEI	Office of the City Mayc	Administrative	2020-P-022	3
CGO MAASIN, SOUTHEI	Office of the City Mayc	Administrative	2021-P-470	2
CGO MAASIN, SOUTHEI	Office of the Secretar	Administrative	2021-P-475	1
CGO MAASIN, SOUTHEI	Office of the City Pla	Administrative	2021-P-476	3
CGO MAASIN, SOUTHEI	Office of the City Gen	Administrative	2020-P-185	3
CGO MAASIN, SOUTHEI	Office of the City Gene	Administrative	2020-P-176	1
CGO MAASIN, SOUTHEI	Office of the City Asse	Local Assessr	2020-P-236	11
CGO MAASIN, SOUTHEI	Office of the City Engi	Construction	2020-P-273	2
CGO MAASIN, SOUTHEI	Office of the City Engi	Administrative	2020-P-288	4
CGO MAASIN, SOUTHEI	Office of the City Agric	Senior Agricult	2020-P-377	18
CGO MAASIN, SOUTHEI	Office of the City Agric	Agriculturist I	2020-P-381	11
CGO MAASIN, SOUTHEI	Office of the City Agric	Administrative	2020-P-417	4
CGO MAASIN, SOUTHEI	Local Economic Enterp	Market Inspect	2020-P-429	8

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested..." statement.
8. The statement following the list of the job vacancies, which contains the words "not later than..." must strictly follow this format: "Interested... not later than <space> <closing date> (e.g. December 29, 2019)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "HRMO" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested..." and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS..." accordingly:
 - 1st row: name of the designated person to whom the documents must be sent;
 - 2nd row: Position of the designated person;
 - 3rd row: Address of the Agency; and
 - 4th row: Agency's email address.
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.

After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSC file will then be uploaded to the Job Portal database.