

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 16, 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)	2020-P-022	3	11536	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Mayor
2	Administrative Aide II - (Messenger)	2021-P-470	2	10872	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Mayor
3	Administrative Aide I - (Utility Worker I)	2021-P-475	1	10229	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod

4	Administrative Aide III - (Utility Worker II)	2021-P-476	3	11536	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Planning and Development Coordinator
5	Administrative Aide I - (Laborer I)	2020-P-176	1	10229	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City General Services Officer
6	Construction and Maintenance Man	2020-P-273	2	10872	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Engineer

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 31, 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.
5. Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned

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.