

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 - (Carpenter I)	2020-P-286	3	11536	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. II as amended by MC 10, 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](http://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](mailto:hrmsmaasincity@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**