

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 30, 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	Internal Auditor IV	2021-P-469	22	58153	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional, Second Level Eligibility		Office of the City Mayor - Internal Audit Services Unit
2	Project Development Officer I	2020-P-006	11	20295	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Mayor
3	Administrative Aide I - (Utility Worker I)	2020-P-050	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III as amended by MC 10, s. 2013)		Office of the City Investment, Promotion, and Tourism
4	Administrative Aide I - (Utility Worker I)	2020-P-053	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III as amended by MC 10, s. 2013)		Office of the City Investment, Promotion, and Tourism
5	Accountant III	2020-P-128	19	41066	Graduate of Bachelor of Science in Accountancy	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (CPA)		Office of the City Accountant

6	Administrative Aide I - (Utility Worker I)	2020-P-144	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III as amended by MC 10, s. 2013)		Office of the City Accountant
7	Administrative Aide I - (Utility Worker I)	2020-P-170	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III as amended by MC 10, s. 2013)		Office of the City General Services Officer
8	Market Inspector II	2020-P-429	8	15513	Completion of two year college studies	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional, Second Level Eligibility		Local Economic Enterprise - Market Operations Section

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 August 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

LGU - Maasin City, Southern Leyte

hrmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.