

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: August 9, 2022

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	Senior Environmental Management Specialist	2022-P-503	18	38423	Bachelor's Degree relevant to the job	Eight hours relevant training	Two years relevant experience	Career Service Professional, Second Level Eligibility		Office of the City General Services Officer - City Environmental and Natural Resource Management Unit
2	Engineer II	2022-P-511	16	32428	Bachelor's degree in Engineering relevant to the job	Four hours of relevant training	One year of relevant experience	RA 1080 (Engineer)		Office of the City Engineer
3	Engineer II	2022-P-516	16	32428	Bachelor's degree in Engineering relevant to the job	Four hours of relevant training	One year of relevant experience	RA 1080 (Engineer)		Office of the City Agriculturist
4	Labor and Employment Officer II	2022-P-496	13	25328	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Mayor - Public Employment Services Unit

5	Administrative Officer II - (Administrative Officer I)	2022-P-488	11	21623	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Mayor
6	Building Inspector	2022-P-512	11	21623	Bachelor's degree relevant to the job	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Engineer
7	Administrative Officer I - (Records Officer I)	2022-P-489	10	18862	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Mayor
8	Administrative Aide VI - (Clerk III)	2020-P-009	6	14345	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility		Office of the City Mayor
9	Administrative Aide V - (Photographer I)	2022-P-490	5	13523	High School Graduate or completion of relevant vocational/trade course	None required	None required	Photographer (MC11, s.96 - Cat. II, as amended by MC 10, s. 2013)		Office of the City Mayor
10	Animal Keeper II	2022-P-518	5	13523	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Veterinarian
11	Administrative Aide IV - (Storekeeper I)	2020-P-152	4	12744	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s.2013)		Office of the City General Services Officer
12	Administrative Aide IV - (Clerk II)	2020-P-432	4	12744	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility		Local Economic Enterprise - City Market Section

13	Administrative Aide III - (Driver I)	2022-P-513	3	12006	Elementary School Graduate	None required	None required	Driver's License (MC11, s.96 - Cat. IV, as amended by MC10, s.2013)	Office of the City Engineer
14	Administrative Aide III - (Driver I)	2022-P-521	3	12006	Elementary School Graduate	None required	None required	Driver's License (MC11, s.96 - Cat. IV, as amended by MC10, s.2013)	Office of the City Veterinarian
15	Administrative Aide I - (Utility Worker I)	2020-P-023	1	10639	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)	Office of the City Mayor - Special Operations Unit
16	Administrative Aide I - (Laborer I)	2020-P-171	1	10639	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)	Office of the City General Services 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 August 25, 2022.

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. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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

hmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

