

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.

SAO - HRMO IV

Date: October 21, 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	Supervising Agriculturist	2020-P-376	22	58153	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office of the City Agriculturist
2	Agriculturist II	2020-P-380	15	28539	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office of the City Agriculturist

3	Agricultural Technologist	2020-P-384	10	18024	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office of the City Agriculturist
4	Administrative Officer I - (Supply Officer I)	2020-P-215	10	18024	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		Office of the City Treasurer
5	Midwife I	2020-P-339	9	19593	Completion of Midwifery Course	None required	None required	R.A. 1080 (Midwife)		Office of the City Health Officer
6	Midwife I	2020-P-341	9	19593	Completion of Midwifery Course	None required	None required	R.A. 1080 (Midwife)		Office of the City Health Officer
7	Administrative Aide VI - (DEMO I)	2020-P-089	6	13770	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I as amended by MC10, s. 2013), First Level Eligibility		Office of the City Administrator
8	Sanitation Inspector I	2020-P-344	6	16200	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Health Officer
9	Population Program Worker I	2020-P-347	5	15275	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Health Officer
10	Revenue Collection Clerk I	2020-P-206	5	12984	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Treasurer
11	Local Legislative Staff Employee II	2020-P-071	4	12240	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod
12	Administrative Aide IV - (Clerk II)	2021-P-474	4	12240	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Secretary to the Sangguniang Panlungsod

13	Administrative Aide IV - (Bookbinder II)	2020-P-118	4	12240	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Budget Officer
14	Administrative Aide I - (Utility Worker I)	2020-P-229	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Treasurer
15	Administrative Aide I - (Utility Worker I)	2020-P-230	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Treasurer
16	Administrative Aide I - (Utility Worker I)	2020-P-232	1	10229	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Treasurer

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 November 6, 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.