

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: October 27, 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 Officer V - (Accountant III)	2020-P-128	19	41066	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (CPA)		Office of the City Accountant

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 11, 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

hmsmaasincity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.