

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 2, 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 - (Utility Worker II)	2020-P-022	3	11536	Must be able to read and write	None required	None required	None required		Office of the City Mayor
2	Administrative Aide II - (Messenger)	2021-P-470	2	10872	Elementary School Graduate	None required	None required	None required		Office of the City Mayor
3	Administrative Aide I - (Utility Worker I)	2021-P-475	1	10229	Must be able to read and write	None required	None required	None required		Office of the Secretary to the Sangguniang Panlungsod
4	Administrative Aide III - (Utility Worker II)	2021-P-476	3	11536	Must be able to read and write	None required	None required	None required		Office of the City Planning and Development Coordinator
5	Administrative Aide III - (Clerk I)	2020-P-185	3	11536	Completion of two year college studies	None required	None required	Career Service (Subprofessional ), First Level Eligibility		Office of the City General Services Officer - City Environment and Natural Resource Management Unit

6	Administrative Aide I - (Laborer I)	2020-P-176	1	10229	Elementary School Graduate	None required	None required	None required		Office of the City General Services Officer
7	Local Assessment Operations Officer I	2020-P-236	11	20295	Bachelor's degree	None	None	RA 1080 (Real Estate Service)		Office of the City Assessor
8	Construction and Maintenance Man	2020-P-273	2	10872	Elementary School Graduate	None required	None required	None required		Office of the City Engineer
9	Administrative Aide IV - (Mechanic I)	2020-P-288	4	12240	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. II, as amended by MC 10, s. 2013)		Office of the City Engineer
10	Senior Agriculturist	2020-P-377	18	37129	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Eight (8) hours of relevant training	Two (2) 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

11	Agriculturist I	2020-P-381	11	23877	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
12	Administrative Aide IV - (Clerk II)	2020-P-417	4	17179	Completion of two year college studies	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Agriculturist
13	Market Inspector II	2020-P-429	8	15513	Completion of two year college studies	Four (4) hours relevant training	One (1) year relevant training	Career Service (Subprofessional), First 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 July 18, 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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**RAUL A. INOCANDO, JR.**  
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 SAO - HRMO IV  
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 LGU - Maasin City, Southern Leyte  
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[hrmsmaasincity@gmail.com](mailto:hrmsmaasincity@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**