

Republic of the Philippines  
CITY OF MAASIN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:



**NACIONAL V. MERCADO**

City Mayor

Date: October 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 City Treasurer	2018-P-173	SG25	P70,073.00	Master's Degree or Holder of a Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Five (5) years of supervisory/ management experience	Career Service Professional, Second Level Eligibility		City Treasury Services Office
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					
2	1 Administrative Aide II - (Local Legislative Staff Employee I)	2018-P-065	SG2	P9,520.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		Sangguniang Panlungsod - Secretariat
3	1 Administrative Aide I -(Utility Worker I)	2018-P-439	SG1	P8,934.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		Sangguniang Panlungsod - Secretariat
4	1 Administrative Aide II - (Messenger)	2018-P-040	SG2	P9,520.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Investment, Promotions and Tourism Office
5	1 Administrative Aide III - (Utility Worker II)	2018-P-084	SG3	P10,127.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Administrator's Office - Human Resource Management Section
6	1 Administrative Aide VI - (Labor Foreman)	2018-P-134	SG6	P12,189.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City General Services Office

7	1 Process Server	2018-P-170	SG5	P11,459.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Legal Services Office
8	1 Administrative Aide III - (Utility Worker II)	2018-P-009	SG3	P10,127.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Mayor's Office

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 15, 2018.**

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 present position for one (1) year (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:

**NACIONAL V. MERCADO**

City Mayor

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

[lgumaasincity@yahoo.com](mailto:lgumaasincity@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**