



Republic of the Philippines  
Province of Southern Leyte  
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:

VICTORIA D. MARAON  
SAO-HRMO IV

Date: February 27, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	1 Instructor I	2019-P-425	SG12	P18,827.00	Master's Degree in the area of specialization	None required	None required	Relevant R.A. 1080		Southern Leyte State University - Maasin City Campus
2	2 Administrative Aide I - (Utility Worker I)	2019-P-015 2019-P-412	SG1	P8,934.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by CSC MC No. 10, s. 2013)		City Mayor's Office DILG - City 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 **March 13, 2019**.

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:

VICTORIA D. MARAON  
SAO-HRMO IV  
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.**