



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 13, 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 City Tourism Officer	2019-P-043	SG25	P70,073.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	5 yeras of work experience and involvement in the tourism industry either in the private sector or the government	DOT specific and mandatory trainings such as but not limited to the following: - Tourism Awareness and Capability Building Seminar for LGU's - Seminar on Disaster Risk Reduction and Management - Basic Tourism Statistics Training - Local Tourism Guidebook Orientation and; - Seminar on Gender and Development Orientation	Career Service (Professional), Second Level Eligibility		City Investment,Tourism and Promotions Office
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					
2	1 Local Assessment Operations Officer III	2019-P-228	SG18	P32,372.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	RA 1080 (Real Estate Service)		City Assessor's Office

3	2 Midwife II	2019-P-324 2019-P-326	SG11	P20,179.00	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080 (Midwife)		City Health Services Office
4	1 Administrative Assistant II - (Clerk IV)	2019-P-007	SG8	P13,840.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional), First Level Eligibility		City Mayor's Office
5	2 Administrative Assistant II - (Accounting Clerk III)	2019-P-125 2019-P-126	SG8	P13,840.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional), First Level Eligibility		City Accountant's Office
6	1 Administrative Assistant II - (Data Entry Machine Operator II)	2019-P-131	SG8	P13,840.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		City Accountant's Office
7	1 Revenue Collection Clerk II	2019-P-193	SG7	P12,966.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Treasury Services Office
8	2 Administrative Aide VI - (Accounting Clerk II)	2019-P-128 2019-P-130	SG6	P12,189.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Accountant's Office
9	1 Process Server	2019-P-184	SG5	P11,459.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013 - Cat. III)		City Legal Services 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 1, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.