

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: September 6, 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 College Department Head	2018-P-421	SG20	P39,981.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional, Second Level Eligibility		Maasin City College
2	1 Instructor I	2018-P-425	SG12	P18,827.00	Masters Degree in the area of specialization	None required	None required	Relevant R.A. 1080		Maasin City College
3	1 Librarian I	2018-P-431	SG10	P15,910.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	None required	None required	Relevant R.A. 1080		Maasin City College
4	1 Internal Auditing Assistant	2018-P-030	SG8	P13,840.00	Completion of two year college studies	4 hours of relevant training	1 year relevant experience	Career Service Sub-professional, 1st Level Eligibility		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 **September 24, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.