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 <u>**Local Government Unit of Maasin City**</u> in the CSC website:

VICTORIA D. MARAON
SAO-HRMO IV

Date: January 10, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Experience	Training	Eligibility		
1	**1** Local DRRM Officer I	2020-P-042	SG11	P17,641.00	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility		City Mayor's Office - City Disaster Risk Reduction and Management Unit
3	**1** Administrative Officer II - (Administrative Officer I)	2020-P-461	SG11	P17,641.00	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility		Maasin City College
2	**1** Librarian I	2020-P-460	SG10	P16,348.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)		Maasin City College

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 <u>**January 25, 2020**</u>.

    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.