



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:

**BENJIE C. GAVIOLA**

AO II-HRMO I

Date: January 31, 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 City Accountant	2020-P-124	SG25	P80,821.00	Bachelor's degree in Commerce/Business Administration major in Accounting	5 years experience in the treasury or accounting service	None	RA 1080 (CPA)		Office of the City Accountant
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					
2	1 City Social Welfare and Development Officer	2020-P-362	SG25	P80,821.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	5 years experience in the practice of social work	None	RA 1080 (Social Worker)		Office of the City Social Welfare and Development Officer
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					
3	1 City Civil Registrar	2020-P-414	SG25	P80,821.00	Bachelor's degree	5 years experience in registry work	None	First grade or its equivalent		Office of the City Civil Registrar
					Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned					

4	1 Environmental Management Specialist II	2020-P-183	SG15	P25,951.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional, First Level Eligibility		Office of the City General Services Officer - City Environmental and Natural Resource Management Unit
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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 **February 15, 2020**.

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.**