



Republic of the Philippines  
Province of Southern Leyte  
CITY OF MAASIN

Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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: May 8, 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 Midwife I	2019-P-327	SG9	P17,975.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)		City Health Services Office
2	1 Dental Aide	2019-P-338	SG4	P13,214.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by CSC MC No. 10, s. 2013)		City Health Services Office
3	1 Administrative Aide III - (Clerk I)	2019-P-400	SG3	P10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Veterinary Services Office
4	1 Administrative Aide III - (Utility Worker II)	2019-P-155	SG3	P10,596.00	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 General Services Office
5	2 Administrative Aide I - (Utility Worker I)	2019-P-188 2019-P-361	SG1	P9,408.00	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 Legal Services Office CSWDO
6	1 Administrative Aide I - (Laborer I)	2019-P-424	SG1	P9,408.00	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 General 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 **May 23, 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**

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SAO-HRMO IV

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Local Government Unit - Maasin City

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E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

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[lgumaasincity@yahoo.com](mailto:lgumaasincity@yahoo.com)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**