



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: May 19, 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 Supervising Administrative Officer - (Administrative Officer IV)	2020-P-148	SG22	P55,521.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional), Second Level Eligibility		Office of the City General Services Officer
2	1 Local Revenue Collection Officer II	2020-P-199	SG15	P25,951.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		Office of the City Treasurer
3	1 Engineer I	2020-P-254	SG12	P18,827.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Engineer)		Office of the City Engineer
4	1 Local DRRM Officer I	2020-P-041	SG11	P17,641.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Office of the City Mayor - Disaster Risk Reduction and Management Unit
5	1 Construction and Maintenance General Foreman	2020-P-270	SG11	P17,641.00	High School Graduate	2 years of relevant experience	8 hours of relevant training	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Engineer
6	1 Administrative Aide IV - (Accounting Clerk I)	2020-P-140	SG4	P11,232.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Accountant
7	1 Administrative Aide IV - (Clerk II)	2020-P-076	SG4	P11,232.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Secretary to the Sangguniang Panlungsod

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
8	2 Administrative Aide IV - (Local Legislative Staff Employee II)	2020-P-070 2020-P-071	SG4	P11,232.00	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod
9	3 Administrative Aide III - (Utility Worker II)	2020-P-081	SG3	P10,596.00	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod
		2020-P-098								Office of the City Administrator
		2020-P-372								Office of the City Social Welfare and Development Officer
10	1 Construction and Maintenance Man	2020-P-275	SG2	P9,997.00	Elementary School Graduate	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Engineer
11	1 Administrative Aide I - (Utility Worker I)	2020-P-086	SG1	P9,408.00	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod

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 **June 4, 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;
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.