



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: July 3, 2020

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 Supervising Administrative Officer - (Accountant IV)	2020-P-127	SG22	P56,837.00	Graduate of Bachelor of Science in Accountancy	3 years of relevant experience	16 hours of relevant training	RA 1080 (CPA)		Office of the City Accountant
2	1 Environmental Management Specialist I	2020-P-184	SG11	P18,969.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		Office of the City General Services Officer
3	1 Administrative Aide VI - (Clerk III)	2020-P-009	SG6	P13,195.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Mayor
4	1 Administrative Aide VI - (Accounting Clerk II)	2020-P-134	SG6	P13,195.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Accountant
5	1 Draftsman I	2020-P-264	SG6	P13,195.00	Completion of two years in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional), Draftsman or Illustrator (MC11, s. 96 - Cat. II, as amended by MC 10, s. 2013) First Level Eligibility		Office of the City Engineer
6	2 Engineering Aide	2020-P-266	SG4	P11,736.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC11, s.96 - Cat. III, as amended by CSC MC10, s. 2013)		Office of the City Engineer
		2020-P-267								
7	1 Administrative Aide III - (Carpenter I)	2020-P-286	SG3	P11,066.00	Elementary School Graduate	None required	None required	Carpenter (MC11, s. 96 - Cat. I, as amended by MC 10, s. 2013 - Cat. II)		Office of the City Engineer

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 **July 20, 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.