



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:

VICTORIA D. MARAON

SAO-HRMO IV

Date: July 11, 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 Nurse II	2019-P-303	SG15	P30,531.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)		City Health Services Office
2	1 Midwife I	2019-P-329	SG9	P17,975.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)		City Health Services Office
3	1 Administrative Aide VI - (Stenographer II)	2019-P-072	SG6	P12,620.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		SP-Secretariat
4	2 Administrative Aide IV - (Accounting Clerk I)	2019-P-134 2019-P-135	SG4	P11,232.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Accounting and Internal Audit Services Office
5	2 Administrative Aide III - (Clerk I)	2019-P-450 2019-P-451	SG3	P10,596.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Southern Leyte State University - Maasin City Campus

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 26, 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;
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

SAO-HRMO IV

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.