



Republic of the Philippines
Province of Southern Leyte
CITY OF MAASIN

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

VICTORIA D. MARAON

SAO-HRMO IV

Date: August 5, 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 City Assessor	2019-P-227	SG25	P80,821.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)		City Assessor's Office
2	1 Administrative Aide VI -(Data Entry Machine Operator I)	2019-P-214	SG6	P12,620.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		City Treasury Services Office
3	1 Forest Ranger	2019-P-385	SG4	P11,232.00	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 Agricultural Services Office
4	1 Administrative Aide I -(Laborer I)	2019-P-172	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 **August 20, 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.