



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: August 20, 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	2 Administrative Aide III - (Carpenter I)	2019-P-274 2019-P-275	SG3	P10,596.00	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I, as amended by MC 10, s. 2013 - CAT. II)		City Engineering Services Office
2	1 Local Disaster Risk Reduction Management Officer I (Operations and Warnings)	2019-P-041	SG11	P17,641.00	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility		City Mayor's Office - Disaster Risk Reduction and Management Unit

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 September 3, 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.