



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: August 28, 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 - (HRMO IV)	2020-P-093	SG22	P56,837.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional), Second Level Eligibility		Office of the City Administrator - Human Resource Management and Development Section
2	1 Administrative Assistant III - (Mechanic III)	2020-P-468	SG9	P15,966.00	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (MC 11, s. 96 - Cat. II, as amended by MC 13, s. 2010)		Office of the City Agriculturist
3	3 Administrative Aide III - (Utility Worker II)	2020-P-077	SG3	P11,066.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 13, s. 2010)		Office of the Secretary to the Sangguniang Panlungsod
		2020-P-078								LEE - Slaughterhouse Operations Section
4	1 Administrative Aide I - (Utility Worker I)	2020-P-082	SG1	P9,818.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 13, s. 2010)		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 **September 13, 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.