



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: November 18, 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 CGADH I - (Assistant City Budget Officer)	2019-P-108	SG23	P62,739.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	3 years of relevant experience	16 hours of relevant training	Career Service (Professional), Second Level Eligibility		City Budget Services Office
2	1 Local Revenue Collection Officer II	2019-P-192	SG15	P25,951.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		City Treasurer's Office
3	1 Agriculturist II	2019-P-367	SG15	P25,951.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	1 year of relevant experience	4 hours of relevant training	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		City Agriculture's Office
4	1 Nurse I	2019-P-305	SG11	P20,754.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)		City Health Services Office
5	1 Social Welfare Officer I	2019-P-354	SG11	P17,641.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		City Social Welfare and Development Office
6	1 Population Program Worker II	2019-P-335	SG7	P15,738.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Health Services Office
7	1 Youth Development Assistant I	2019-P-359	SG5	P11,906.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Social Welfare and Development Office

8	1 Social Welfare Aide	2019-P-358	SG4	P11,232.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Social Welfare and Development Office
9	1 Administrative Aide III - (Driver I)	2019-P-346	SG3	P12,466.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.1996 - CAT. IV, as amended by MC10, s.2013 - CAT. IV)		City Health Services Office
10	4 Administrative Aide I - (Utility Worker I)	2019-P-224 2019-P-392 2019-P-410 2019-P-413	SG1	P9,408.00	Must be able to read and write	None required	None required	None required (MC11, s.1996 - CAT. III, as amended by MC 10, s. 2013 - CAT. III)		City Treasurer's Office City Agriculture's Office City Civil Registrar's Office DILG-City 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 **December 2, 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.