



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: November 20, 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 Social Welfare Officer I	2020-P-366	SG11	P18,969.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Office of the City Social Welfare and Development Officer
2	1 Assistant Traffic Operations Officer	2020-P-020	SG8	P14,879.00	Completion of two years studies in college	One year of relevant experience	Four hours of relevant training	Career Service (Subprofessional), First Level Eligibility		Office of the City Mayor - Special Operations Unit
3	1 Construction and Maintenance Capataz	2020-P-271	SG5	P12,445.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC10, s. 2013)		Office of the City Engineer
4	1 Administrative Aide IV - (Accounting Clerk I)	2020-P-138	SG4	P11,736.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the City Accountant
5	1 Administrative Aide III - (Utility Worker II)	2020-P-158	SG3	P11,066.00	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)		Office of the City General Services Officer
6	2 Administrative Aide I - (Utility Worker I)	2020-P-084	SG1	P9,818.00	Must be able to read and write	None required	None required	None required (MC11, s.96 - Cat. III, as amended by MC10, s. 2013)		Office of the Secretary to the Sangguniang Panlungsod
		2020-P-413								Office of the City Veterinarian

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 6, 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](http://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](mailto:lgumaasincity@yahoo.com)

---

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**