



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 29, 2019

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency (if applicable) | Place of Assignment |
|-----|---|--------------------------|------------------------|----------------|--|--------------------------------|-------------------------------|--|---|-----------------------------|
| | | | | | Education | Experience | Training | Eligibility | | |
| 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 | - Building Collaborative, inclusive working relationship - Managing performance and coaching for results - Leading change - Thinking strategically and creatively - Creating and nurturing a high performing organization | City Budget Services Office |
| 2 | 1 Local Legislative Staff Officer III | 2019-P-066 | SG16 | P28,546.00 | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional), Second Level Eligibility | | SP-Secretariat |
| 3 | 2 Administrative Aide III - (Clerk I) | 2019-P-450 2019-P-451 | SG3 | P12,466.00 | Completion of two years studies in college | None required | None required | Career Service (Sub-Professional), First Level Eligibility | | Maasin City College |

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 14, 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.