

Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format



Republic of the Philippines  
Province of Southern Leyte  
**Municipality of Macrohon**  
Macrohon, Southern Leyte

### Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Macrohon in the CSC website:

**ALAN JOSE K. AROY, MDMG**

Municipal Mayor

Date: 10-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Laborer I)	44	01	P 7,883.00	Must be able to read and write	none required	none required	none required		Municipal Assessor's 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 September 3, 2018.

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:

**HON. ALAN JOSE K. AROY, MDMG**

Municipal Mayor

San Vicente (Pob.), Macrohon, So. Leyte

Email Add: [aljoar@yahoo.com](mailto:aljoar@yahoo.com)

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