


Republic of the Philippines
MGO MACARTHUR, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LOCAL GOVERNMENT UNIT, MacArthur, Leyte in the CSC website:


EMELIA G. ENCLUNA
HRMO-Designate

Date: JANUARY 10, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head (MHO)	77	24	PhP86,742.00	Doctor of Medicine	None required	3 years experience as medical practitioner	R.A. 1080		Municipal Health Office
2	Administrative Aide III (Utility Worker IIA)	34	3	PhP109,356.00	Must able to Read and Write	None required	None required	None required		Municipal Budget Office
3	Midwife II	84	8	PhP16,758.00	Graduate of Midwifery Course	4 hour relevant training	1 year relevant experience	R.A. 1080		Municipal Health Office
4										
5										

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 JANUARY 25, 2022.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
4. Photocopy of Certificate of Employment and Certificate of Training.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EMELIA G. ENCLUNA
HRMO-DESIGNATE

LGU of MacArthur Leyte, Pob. Dist. I, MacArthur, Leyte
hrmolgumacarthur@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.