

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 MGO MACARTHUR, LEYTE in the CSC website:


EMELIDA G. ENCLUNA
HRMO-Designate

Date: JULY 4, 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	₱88,410.00	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	₱9,888.00	Must able to Read and Write	None required	None required	None required		Municipal Budget Office
3	Midwife II	84	8	₱16,758.00	Graduate of Midwifery Course	4 hour relevant training	1 year relevant experience	R.A. 1080		Municipal Health Office
4	Administrative Aide IV (Clerk II)	4	4	₱10,495.00	Completion of two years studies in College	None required	None required	1st Level Eligibility or its equivalent	None Required	MAYOR'S OFFICE
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 JULY 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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

HON. RUDIN T. BABANTE

Municipal Mayor

Executive Bldg., MacArthur, Leyte

hrmolgumacarthur@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.