

Republic of the Philippines  
**MGO MACROHON, SOUTHERN 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 MACROHON, SOUTHERN LEYTE in the CSC website:

  
HELEN B. ABARICO, MPA  
MGDH I

Date: November 16, 2021

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	Local Assessment Operations Officer I (LAOO I)	44	11	17908	Bachelor's Degree	None required	None required	RA 1080 (Real State Services)		Municipal Assessor's Office
2	Administrative Aide I (Utility Worker I)	97	1	9026	Must be able to read & write	None required	None required	None required (MC 11, s. 96-Cat. III as amended)		Municipal Social Welfare and Development Office (MSWDO)

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 3, 2021.

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:

**HELEN B. ABARICO, MPA**  
MGDH I  
LGU-MACROHON  
[abaricohelen920@gmail.com](mailto:abaricohelen920@gmail.com)

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

