

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: February 8, 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)	
5	Administrative Aide I (Utility Worker I)	131	1	9388	Must be able to read & write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Office of the Human Resource Management
6	Municipal Government Department Head I (MDRRMO)	132	24	66308	Bachelor's Degree	24 Hours of training in management and supervision on DRRM	4 years in position involving management & supervision, 1 year of which is relevant to DRRM	Career Service (Professional), Second Level Eligibility		Municipal Disaster Risk Reduction Management Office
7	Administrative Aide III (Driver I)	133	3	10594	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)		MPDC Office
8	Administrative Aide I (Utility Worker I)	134	1	P9388	Must be able to read & write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Municipal Engineer'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 February 24, 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](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.**

