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: September 22, 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	Administrative Aide I (Laborer I)	33	1	9101	Must be able to read & write	None required	None required	None required (MC 11, s. 96-Cat. III as amended)		Mayor's Office
2	Administrative Aide IV (Clerk II)	27	4	10800	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Treasurer
3	Administrative Aide IV (Clerk II)	55	4	10800	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Accountant

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 October 7, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.