

Republic of the Philippines  
Local Government Unit (LGU) - MacArthur, Leyte  
Request for Publication of Vacant Positions

**RECEIVED**  
JUL 05 2018 9:12 AM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- MacArthur, Leyte in the CSC website:

**RENE R. LERIA**, Municipal Mayor  
(Head of Agency)

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Government Department Head (Municipal Treasurer)	4-34	24	P 541, 092.00	Bachelor's degree relevant to job	None required	3 years experience in the treasury service	BCLTE (Basic Competency on Local Treasury Examination)	Municipal Treasury Office
2	Municipal Government Department Head (Municipal Accountant)	6-51	24	P 541, 092.00	Bachelor's degree in Accountancy/Commerce/Business Administration Major in Accounting	None required	3 years experience in the treasury and accounting service	RA 1080 (Registered Certified Public Accountant)	Municipal Accounting Office

(more on the next page)

3	Municipal Government Department Head (Municipal Assessor)	6-57	24	P 541, 092.00	Bachelor's Degree preferably Civil or Mechanical Engineering/Commerce or any other related courses	None required	3 years experience in Real Property Assessment work or in any related field	RA 1080 (Real Estate Service)	Municipal Assessment Office
4	Bookkeeper	6-44	8	P 132, 876.00	Completion of 2 years in College	4 hours relevant training	1 year relevant experience	1st Level Eligibility (CS Sub-professional)	Municipal Accounting Office
5	Engineering Assistant B	7-66	8	P 132, 876.00	Completion of 2 years in College	4 hours relevant training	1 year relevant experience	1st Level Eligibility (CS Sub-professional)	Municipal Engineering 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 July 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.cstc.gov.ph](http://www.cstc.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:

**HON. RENE R. LERIA**  
Municipal Mayor  
MacArthur Municipal Hall, Poblacion  
District I, MacArthur, Leyte  
rgumacarthurleyte1950@gmail.com

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