



Republic of the Philippines  
Province of Southern Leyte  
**Municipality of Macrohon**  
Macrohon, Southern Leyte

**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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

**ALAN JOSE K. AROY, MDMG**  
Municipal Mayor

Date: 09-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Gov't Dept. Head (Municipal Treasurer I)	45	24	P54,974.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	None	3 yrs. experience in treasury or accounting service	First Grade or its equivalent	MTO

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 31, 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.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:

**HON. ALAN JOSE K. AROY, MDMG**  
Municipal Mayor  
San Vicente (Pob.), Macrohon, So. Leyte  
Email Add: [aljoar@yahoo.com](mailto:aljoar@yahoo.com)

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

Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format