



Republic of the Philippines
Province of Southern Leyte
Municipality of Macrohon

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

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 LGU-Macrohon in the CSC website:

HELEN B. ABARICO

Adm. Officer IV (HRMO II)

Date:

2-Oct-18

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	Municipal Engineer	36	24	P54,974.00	Bachelor's degree in Engineering	None	3 years experience in the practice of engineering	RA1080		Mun. Engineer's Office
2	Municipal Accountant	94	24	P54,974.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None	3 years experience in the practice of accounting service	RA1080		Mun.Accountant'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 **October 22, 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;
2. Performance rating **in the last rating period** (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

Adm. Office IV (HRMO II)

LGU-MACROHON, SO. LEYTE

shepherd.abarico@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.