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CSC FO
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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: 25-Jun-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Clerk II)	53	04	P 9,506.00	Completion of two years studies in college	none required	none required	Carrier Service (sub-prof) First Level Eligibility		MTO
2	Administrative Aide I (Laborer I)	96	01	P 7,883.00	Must be able to read and write	none required	none required	none required		Municipal Accountant's Office
3	Municipal Budget Officer	64	24	P 54,974.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	none required	3 years experience in government budgeting or in any related field	First grade or its equivalent		Office of the MBO

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 16, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.