




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)**

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, MPA
Ad. Officer IV (HRMO II)

Date: February 3, 2020

No.	Position Title	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 (Utility Worker I)	101	01	P 8,301.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)	102	01	P 8,301.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor
3	Administrative Aide I (Utility Worker I)	103	01	P 8,301.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor
4	Administrative Aide I (Utility Worker I)	104	01	P 8,301.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor

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 February 18, 2020.

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
Admin. Officer IV (HRMO II)
LGU-MACROHON
Email Add: shepherd.abarico@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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HELEN B. ABARICO, MPA

Ad. Officer IV (HRMO II)

Date: February 3, 2020

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Municipal Government Department Head I	100	24	P 62,555.00	Bachelor's Degree	120 hours of management/supervisory training	3 years relevant experience (MC No. 16)	Career Service (Professional)		Office of the Human Resource Management
6	Administrative Aide III (Driver I)	105	03	P 9,350.00	Elementary School Graduate	None required	None required	Driver's License (MC II, s. 96 Cat. II)		Office of the MPDC
7	Administrative Aide III (Driver I)	106	03	P 9,350.00	Elementary School Graduate	None required	None required	Driver's License (MC II, s. 96 Cat. II)		Office of the MPDC
8	Administrative Aide I (Utility Worker I)	45	01	P 8,301.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Assessor

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

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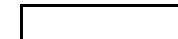
Ad. Officer IV (HRMO II)

Date: February 3, 2020

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Midwife II	107	11	P 20,004.00	Completion of Midwifery	1 year relevant training	1 year relevant experience	RA 1080 (Midwife)		Municipal Health Office

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