



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:

Abarico

HELEN B. ABARICO, MPA

Ad. Officer IV (HRMO II)

Date: February 4, 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)	
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, s. 2018)	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

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 19, 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.