



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

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, MPA
Admin. Officer IV (HRMO II)

Date: **May 21, 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	Municipal Treasure	46	24	P 63, 806.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	Three (3) years experience in Treasury or Accounting Services	First Grade or its equivalent		Municipal Treasure'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 **June 5, 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.