

Republic of the Philippines
Local Government Unit (LGU) - MacArthur, 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 LOCAL GOVERNMENT UNIT-MacArthur in the CSC website:

HON. RENE R. LERIA
Municipal Vice-Mayor/Chairman, HRMPSB Legislative
Department

Date: May 31, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Secretary to the Sanggunian	28	24	P 59,552.00	Bachelor's degree preferable in Law, Commerce or Public Administration	None required	None required	First grade or its equivalent		Office of the Secretary to the Sanggunian, Legislative Department, LGU-MacArthur, Leyte
2										
3										
4										
5										

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 14, 2021.

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:

HON. RENE R. LERIA
Municipal Vice-Mayor
LGU MacArthur, Leyte
renerl@lgu-mac.lgov.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.