

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, Leyte in the CSC website:

EMELIA G. ENCLUNA  
HRMO-Designate  
Date: JULY 13, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Municipal Government Department Head (Municipal Treasurer)	35	24	Php59,552.00	Bachelor's degree relevant to the job	None required	3 years experience in the treasury service	First Grade or its Equivalent	Municipal Treasury Office-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 APRIL 1, 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](http://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. RUDIN T. BABANTE**  
Municipal Mayor  
LGU MacArthur, Leyte  
THRU: Emelia G. Encluna  
HRMO-Designate  
[emiegenccluna\\_528@yahoo.com](mailto:emiegenccluna_528@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.