

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:


EMERDA G. ENCLUNA
 HRMO-Designate
 Date: AUGUST 06, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Municipal Government Department Head (Municipal Treasurer)	35	24	PHP59,552.00	Holder in Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting 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 **AUGUST 23, 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.
4. Photocopy of Certificate of Employment and Certificate of Training.

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
emiegencluna_528@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.