



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
HELEN B. ABARICO, MPA
MGDH I

Date: March 23, 2021

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	Local Treasury Operations Officer II	113	15	P 25,181.00	Bachelor's Degree	4 hrs. of relevant training	1 year of relevant experience	CSC-Professional or 2nd Level Eligibility		Mun. Treasurer's Office
2	Midwife II	117	11	P 23,877.00	Completion of Midwifery Course	4 hrs. of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Mun. Health Office
3	Midwife II	118	11	P 23,877.00	Completion of Midwifery Course	4 hrs. of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Mun. Health 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 April 12, 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 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

MGDH I

LGU-MACROHON

Email Add: abaricohelen920@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Legal Assistant III	108	14	P 23,099.00	Bachelor's Degree in Legal Management; AB Para Legal Studies, Law: Political Science and other allied courses.	5 hrs. of relevant training to legal work such as legal ethics, legal research and writing of legal procedure	1 year of relevant experience in legal work such as preparation of pleadings, legal opinions and memorandum of legal research	Career Service(Prof.) or 2nd Level Eligibility		Mayor's Office
2	Administrative Officer IV (HRMO II)	3	15	25,181.00	Bachelor's Degree	4 hrs. of relevant training	1 year of relevant experience	CSC - Professional or 2nd Level Eligibility		HRMO
3	Administrative Officer I	109	11	17,908.00	Bachelor's Degree	none required	none required	CSC - Professional or 2nd Level Eligibility		Secretary to the Sangguniang Bayan Office
4	Local Assisment Operations Officer II	112	15	25,181.00	Bachelor's Degree	4 hrs. of relevant training	1 year of relevant experience	RA 1080 (Real State Service)		Mun. Assessor's Office

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