



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: May 3, 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)	
5	Administrative Aide I (Utility Worker I)	123	SG -01	P 9,026.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Accountant
6	Administrative Aide I (Utility Worker I)	124	SG -01	P 9,026.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Accountant
7	Administrative Aide I (Utility Worker I)	125	SG -01	P 9,026.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Accountant
8	Administrative Aide I (Utility Worker I)	126	SG -01	P 9,026.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Accountant

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 May 20, 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 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](mailto:abaricohelen920@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
Province of Southern Leyte  
**Municipality of Macrohon**  
Macrohon, Southern 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 **LGU-MACROHON** in the CSC website:

*Helen B. Abarico*  
**HELEN B. ABARICO, MPA**  
MGDH I  
Date: **May 3, 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	Tourism Operations Officer I	119	SG -11	P 17,908.00	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related field	none required	none required	Civil Service (Professional), 2nd Level Eligibility		Mayor's Office
2	Administrative Aide III (Laborer II)	120	SG -03	P 10,179.00	Must be able to read and write	none required	none required	none required		Mayor's Office
3	Engineer I	121	SG -12	P 19,539.00	Bachelor of Science in Civil Engineering	none required	none required	RA 1080 (Civil Engineer)		Municipal Engineer's Office
4	Accountant I	122	SG -11	P 17,908.00	Bachelor's Degree in Commerce, Business Administration Major in Accounting	none required	none required	RA 1080 (CPA)		Office of the Municipal Accountant

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 **May 20, 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 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](mailto:abaricohelen920@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**