




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, MPA
MGDH I
Date: **July 16, 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	Administrative Aide III (Laborer II)	120	SG - 03	P10,179.00	Must be able to read and write	none required	none required	none required (MC 11, S. 96 - Cat. III)		Mayor's Office
2	Administrative Aide I (Utility Worker I)	123	SG - 01	P9,026.00	Must be able to read and write	none required	none required	none required (MC 11, S. 96 - Cat. III)		Office of the Municipal Accountant
3	Administrative Aide I (Utility Worker I)	124	SG - 01	P9,026.00	Must be able to read and write	none required	none required	none required (MC 11, S. 96 - Cat. III)		Office of the Municipal Accountant
4	Administrative Aide I (Utility Worker I)	125	SG - 01	P9,026.00	Must be able to read and write	none required	none required	none required (MC 11, S. 96 - Cat. III)		Office of the Municipal Accountant
5	Administrative Aide I (Utility Worker I)	126	SG - 01	P9,026.00	Must be able to read and write	none required	none required	none required (MC 11, S. 96 - Cat. III)		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 **July 31, 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.