

Republic of the Philippines
MGO 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 MGO MACROHON, SOUTHERN LEYTE in the CSC website:


HELEN B. ABARICO, MPA
MGDH I

Date:

March 13, 2024

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	Administrative Aide I (Laborer I)	7	1	9750	Must be able to read and write	None required	None required	MC 10, s. 2013 (Cat III); None required		Municipal Mayor's Office
2	Labor & Employment Officer I	144	11	20250	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM), Human Resource Development (HRD); and / or allied fields	None required	None required	Career Service (Professional) / Second Level Eligibility		Municipal Mayor's Office
3	Administrative Aide IV (Clerk II)	22	4	11690	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) or First Level Eligibility		Secretary to the Sangguniang Bayan Office
4	Planning Officer I	26	11	20250	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Municipal Planning and Development Office (MPDO)
5	Draftsman I	39	6	13165	Completion of two (2) years studies in college or high school graduate with relevant vocational / Trade course	None required	None required	Career Service (Sub-Professional), Draftsman or Illustrator (MC 11 s. 96 Cat I) First Level Eligibility		Municipal Engineer's Office
6	Local Assessment Operations Officer I	44	11	20250	Bachelor's Degree	None required	None required	Career Service (Professional) / Second Level Eligibility		Municipal Assessor's Office
7	Local Treasury Operations Officer I	136	11	20250	Bachelor's Degree	None required	None required	Career Service (Professional) / Second Level Eligibility		Municipal Treasurer's Office
8	Midwife II	138	11	27000	Completion of Midwifery Course	one (1) year relevant experience	4 hours relevant training	RA 1080 (Midwife)		Municipal 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 1, 2024**

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HELEN B. ABARICO, MPA

MGDH I

LGU-MACROHON

abaricohelen920@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.