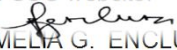Republic of the Philippines
MGO MACARTHUR, LEYTE
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO MACARTHUR, LEYTE in the CSC website:

EMELIA G. ENCLUNA
HRMO-DESIGNATE

Date: June 6, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Palce of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MidWife I	80	9	₱20,402.00	Graduate of Midwifery Course	None Required	None Required	R.A. 1080		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

June 23, 2023.

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.
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 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:

HON. RUDIN T. BABANTE
Municipal Mayor
Executive Bldg., MacArthur, Leyte
hrmolgumacarthur@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade
MGO MACARTHUR, LE\`	Municipal Health Offic	Municipal Gov 77		24

MGO MACARTHUR, LE`Municipal Budget Offi Administrative 34   3

MGO MACARTHUR, LE` Municipal Health Offic Midwife II   84   8

MGO MACARTHUR, LE` Mayor's Office   Administrative 4   4

annual_salary	eligibility	education	training	experience	competency	instructions	posting_date
88410	R.A. 1080	Doctor of M	None req	3 years experience as me		d 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 December 29, 2019.</p> <p> Documents: </p ><p>1. Fully accomplishe d Personal Data Sheet	4-Jul-22

. d 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 December 29, 2019.</p><p>Documents:</p><p>1. Fully accomplished Personal Data Sheet

9888 None requ Must be at None re None required

4-Jul-22

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16758 R.A. 1080 Graduate (4 hour re 1 year relevant experienc 4-Jul-22

d 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 December 29, 2019.</p> <p>Documents:</p><p>1. Fully accomplished Personal Data Sheet

10495 1st Level I Completion None re(None requir None require Data Sheet   4-Jul-22

closing_date

29-Dec-19

29-Dec-19

29-Dec-19

29-Dec-19

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row are allowed.
2. Do not rename the label of the sheet tabs ("Shhet1", "Sheet2", and "Instructions").
3. Do not delet any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column header of the data.
5. Do not make changes in the in the column header of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
sure that   an empty row is in-between the last item of the list and the row containing the "interested…" statement.
8. The statement following the list of the job vacancies, which contains the words "not later than…" must   strictly follow this format: "Interested… not later than <space><closing date>(e.g. December 29, 2019)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should Not be unmerged.
10. Do not enter multiple position in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.

12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is   automatically inserted in row 9. Thus, NO need to make chages in row 9.
2. Fill in the "HRMO" in row 11 and the "DATE" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "interested…" and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS…" accordingly:
                    - 1st row: name of the designated person to whom the documents must be sent;
                              - 2nd row: Position of the designated person;
                                            - 3rd row: Address of the
Agency; and
                    - 4th row: Agency's email address.
6. Insert rows for the list job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.
After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSC file will then be uploaded to the Job Portal database.