

Republic of the Philippines  
**MGO MACARTHUR, 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 MACARTHUR, LEYTE in the CSC website:



EMELIA G. ENCLUNA  
**HRMO-DESIGNATE**

Date: JANUARY 29, 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	Budget Assistant	37	8	₱13,821.00	Completion of 2 years studies in college	8 hours of relevant training	1 year of relevant experienced	Career Service (Subprofessional) First Level Eligibility	None	MBO (Municipal Budget Office)
2	Bookkeeper	58	8	₱13,821.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experienced	Career Service (Subprofessional) First Level Eligibility	None	Municipal Accounting Office
3	Administrative Aide IV (Clerk II)	4	4	₱10,910.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Mayor's Office

4	Revenue Collection Clerk II	43	7	₱13,034.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Municipal Treasury Office
5	Administrative Aide I (Utility Worker I)	35	1	₱9,100.00	Must be able to read and write	None required	None required	None required	None	Legislative Office
6	Administrative Aide I (Utility Worker I)	46	1	₱9,100.00	Must be able to read and write	None required	None required	None required	None	Municipal Treasury Office
7	LDRRMO II	15	15	₱25,633.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experienced on DRRM	Creer Service Professional/ 2nd Level Eligibility	None	Municipal Disaster Risk Reduction & Management 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 February 13, 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](http://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 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 identify 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](mailto:hrmolgumacarthur@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

