

Republic of the Philippines  
**MGO BALANGKAYAN, EASTERN SAMAR**  
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 BALANGKAYAN, EASTERN SAMAR in the CSC website:

MA. JUBETH B. GLORBIO  
HRMO  
Date: May 24, 2023

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	Secretary to the Sanggunian Bayan	6	24/1	61,887	Bachelor's degree preferably in Law, Commerce or Public Administration	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the Sangguniang Bayan Secretary	
2	Local Risk Reduction and Management Officer II	4-H	15/1	24,568	Bachelor's Degree	1 Year of relevant experience on DRM	4 hours of relevant training on DRM	Career Service (Professional) 2nd Level Eligibility	N/A	LGU Balangkayan Municipal Disaster Risk Reduction Management Office	
3	xxx nothing follows xxx										
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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 9, 2023.

"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

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.

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

MA. JUBETH B. GLORBIO  
Human Resource Management Officer I  
LGU-Balang Bayan, Eastern Samar  
[jubeth.glorbio@yahoo.com](mailto:jubeth.glorbio@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.