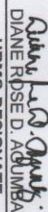


Republic of the Philippines
MGO MARIPIPI, BILIRAN
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

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


DIANE ROSE D. AGUMBAY
HRMO-DESIGNATE
Date: May 9, 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	Municipal Government Department Head 1 (Local Disaster Risk Reduction Officer)	44	24/1	63,055.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ 2nd Level Eligibility	N/A	N/A	Marippi, Biliran
2	Administrative Aide I (IV/Bookbinder II)	24	4/1	10,910.00	Elementary School Graduate	None Required	None Required	None Required	N/A	N/A	Marippi, Biliran
3	Administrative Aide I (Utility Worker I)	3	1/1	9,100.00	Must be able to read and write	None Required	None Required	None Required	N/A	N/A	Marippi, Biliran

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 May 25, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. The Agency encourages interested applicants, including Persons With Disability (PWD) and members of the Indigenous Communities irrespective of sexual orientation and gender identity to apply.

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

DIANE ROSE D. AGUMBAY
AO II-HRMO DESIGNATE
BRGY. ERMITA, MARIPIPI, BILIRAN
agumbaydianerose30@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.