


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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

  
**SARAH JANE M. DE LA PEÑA**  
HRMDO II  
Date: May 6, 2024

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Environmental Management Specialist II	MO-EMSZ	15	25,633.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	None required	Municipal Mayor's 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 May 21, 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 or certificate of eligibility/rating/license; and
  4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation, to apply. This office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment (EOP) principle.

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

**ATTY. MANOLO D. RUBI**  
Municipal Mayor  
LGU Kawayan, Poblacion, Kawayan, Biliran  
[hrmgo@kawayan.gov.ph](mailto:hrmgo@kawayan.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.