


Republic of the Philippines
Province of Biliran
MUNICIPALITY OF CAIBIRAN

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 LGU - CAIBIRAN in the CSC website:


RUSSEL M. LEE
HRMO
 Date: 08-Nov-18

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	
1	Administrative Assistant - I (Computer Operator-I)	46	7	P10,677.00	Completion of 2 years college studies or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Subprofessional	Calbiran, Biliran
2									
3									
4									
5									

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 November 24, 2018.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to: **RUSSEL M. LEE**

HRMO
 (Position Title)
 MUNICIPAL HALL, CAIBIRAN, BILIRAN
lgucaibiran@yahoo.com

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Province of Biliran
MUNICIPALITY OF CAIBIRAN

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 LGU - CAIBIRAN in the CSC website:


RUSSEL M. LEE

HRMO

Date: 09-Nov-18

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	
1	Administrative Assistant - I (Computer Operator-I)	46	7	P10,677.00	Completion of 2 years college studies or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Subprofessional	Caibiran, Biliran
2									
3									
4									
5									

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 November 25, 2018.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to: **RUSSEL M. LEE**

HRMO
(Position Title)

MUNICIPAL HALL, CAIBIRAN, BILIRAN

lgucaibiran@yahoo.com