



Republic of the Philippines  
Province of Biliran  
**MUNICIPALITY OF NAVAL**

**OFFICE OF THE MUNICIPAL MAYOR**

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October 5, 2018

**DIR. VICTORIA F. ESBER**

Regional Director  
Civil Service Commission  
Regional Office 8  
Candahug, Palo Leyte

Thru:

**Dir. Rey Albert B. Uy**  
Director II

Dear Madam,

I am hereby submitting the **Publication of Vacant Positions for OCTOBER 2018** of the **LOCAL GOVERNMENT UNIT OF NAVAL**.

See attached Documents.

Thank you and God Bless!

Very truly yours,

  
**JANE V. ROBLE**

Administrative Officer II (HRMO I)

APPROVED:

  
**GERARD ROGER M. ESPINA**

Municipal Mayor

**Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF NAVAL  
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 **Local Government Unit of Naval** in the CSC website:

**JANE V. ROBLE**

Administrative Officer II (HRMO I)

Date: October 05, 2018

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	Administrative Aide II (Messenger)	MA - 15	2	9,520.00	Elementary school graduate	None Required	None Required	None Required (MC 11, S. 96 - Cat III)	N/A	Office of the Municipal Administrator
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 \_\_\_\_\_.

\*There will be no discrimination in the selection of applicants on the account of gender, civil status, disability, religion, ethnicity or political affiliation.

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:

**JANE V. ROBLE**  
\_\_\_\_\_  
Administrative Officer II (HRMO I)  
Municipal Bldg., P.Inocentes St., P.I Garcia, Naval, Biliran  
\_\_\_\_\_  
[hrmo\\_lgunaval@yahoo.com](mailto:hrmo_lgunaval@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.