

Republic of the Philippines
MGO BILIRAN, 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 BILIRAN, BILIRAN in the CSC website:


HENRY T. REGANON

HRMO
Date: 03.14.2023

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	Administrative Aide IV (Clerk II)	MO-ADA4 (CK2)-003	04	10,910.00	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional)/First Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
2	Admin. Aide I (Utility Worker I)	MO-ADA1 (UTW1)-012	01	9,100.00	Must be able to read and write	None required	None required	None required	None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III)		Municipal Mayor's Office - Biliran, Biliran
3	Admin. Officer I (Supply Officer I)	MO-ADOF1 (SUO1)-027	10	16,223.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
4	Cemetery Caretaker	MO-CMC-052	02	9,673.00	Must be able to read and write	None required	None required	None required	None required (CSC MC 11, s. 1996 - Cat. III)		Municipal Mayor's Office - Biliran, Biliran
5	Local DRRM Officer I	MO-LDRRM01-053	11	18,900.00	Bachelor's degree	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
6	Computer Programmer I	MO-COMPRO1-055	11	18,900.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
7	Labor and Employment Officer I	MO-LEO1-056	11	18,900.00	Bachelor's degree preferably in any of the following: Operations Management (OM), Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
8	Licensing Officer I	MO-LIOF1-057	11	18,900.00	Bachelor's degree	None required	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran

9	Administrative Aide I	MO-ADA1-058	01	9,100.00	Must be able to read and write	None required	None required	None required	(CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III)	Municipal Mayor's Office - Biliran, Biliran
10	Local Legislative Staff Assistant II	SB-LLSA2-015	08	13,821.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		SB Office - Biliran, Biliran
11	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	MPDO-MPDC-001	24	63,055.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in development planning or in any related field	RA 1080, as amended (Environmental Planner)	Other requirements: Resident of LGU concerned and of Good Moral Character	MPDC Office - Biliran, Biliran
12	Project Development Assistant	MPDO-PDA-003	08	13,821.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		MPDC Office - Biliran, Biliran
13	Revenue Collection Clerk II	MTD-RCC2-014	07	13,034.00	Completion of two years studies in college	None required	None required	Career Service (Professional)/Second Level Eligibility		Municipal Treasurer's Office - Biliran, Biliran
14	Draftsman I	MASSO-DFM1-003	06	12,287.00	Completion of two years studies in college with relevant vocational/trade course or High School Graduate	None required	None required	Career Service (Subprofessional)/Draftsman or Illustrator (MC 11, s. 96 - Cat. II) First Level Eligibility		Municipal Assessor's Office - Biliran, Biliran
15	Admin. Aide IV (Budgeting Aide)	MBO-ADA4 (BA1)-002	04	10,910.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility		Municipal Budget Office - Biliran, Biliran
16	Administrative Aide III (Driver I)	MIHO-ADA3 (DRV1)-015	03	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV)		Municipal Health Office - Biliran, Biliran
17	Assistant Registration Officer	MCRO-ARO-002	08	13,821.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Municipal Civil Registrar's Office - Biliran, Biliran
18	Agricultural Technologist	MAGRO-AGTG-003	10	16,223.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)		Municipal Agriculture's Office - Biliran, Biliran
19	Livestock Inspector I	MAGRO-LIV1-006	06	12,287.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility		Municipal Agriculture's Office - Biliran, Biliran
20	Municipal Government Department Head I (Municipal Engineer)	MEO-ME-001	24	63,055.00	Bachelor's degree in Civil Engineering	None required	3 years experience in the practice of of engineering	RA 1080, as amended (Civil Engineer)	Other requirements: Resident of LGU concerned and of Good Moral Character	Municipal Engineering Office - Biliran, Biliran
21	Engineer I	MEO-ENG1-005	12	20,416.00	Bachelor's degree in Engineering relevant to the job	None required	None required	Relevant RA 1080, as amended (Engineer)		Municipal Engineering Office - Biliran, Biliran
22	Municipal Government Department Head I (Municipal Social Welfare & Development Officer)	MSWDO-MSWDOFF-001	24	63,055.00	Bachelor's degree in Social Work	None Required	3 years acquired experience in the practice of Social Work	RA 1080, as amended (Social Worker)	Other requirements: Resident of LGU concerned and of Good Moral Character	Mun. Social Welfare & Devt. Office - Biliran, Biliran

23	Social Welfare Assistant	MSWDO-SOCWAS-004	08	13,821.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level	Mun. Social Welfare & Devt. Office - Bilaran, Bilaran
24	Admin. Aide IV (Clerk II)	MSWDO-ADA4 (CK2)-006	04	10,910.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level	Mun. Social Welfare & Devt. Office - Bilaran, Bilaran

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 March 31, 2023.

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. Authenticated photocopy of certificate of eligibility/rating/license;
4. Authenticated photocopy of Transcript of Records and Diploma; and
5. Certificate of Employment or Service Records (if applicable)
6. 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, persons with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MYRA A. CABRALES
Municipal Mayor
Bilaran, Bilaran
municipalityofbilaran@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.