

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

Cindy O. Talbo
CINDY O. TALBO
Acting SAO (HRMO IV)

Date: November 3, 2022

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 I (Municipal Agriculturist)	MAC-P-058	24	61,887.00	Bachelor's Degree in Agriculture or any related course	None Required	3 years acquired experience in agriculture or in related field	First grade or its equivalent	N/A	Office of the Municipal Agriculturist
2	Registration Officer I	MCR-P-029	10	15,533.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Civil Registrar

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 18, 2022.

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 Municipal Government of Cabucgayan 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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and with diverse sexual orientation, gender identity or expression (SOGIE).

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

Gemma G. Adobo
GEMMA G. ADOBO

Municipal Mayor

Municipal Compound, Magbangon, Cabucgayan, Biliran

gemmaadobo14@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.