

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

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 in the CSC website:


ROSARIO C. AZORES

Supervising Administrative Office (HRMO IV)

Date: September 16, 2021

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Adm. Asst. I (Bookbinder III)	MCR-P-030	SG7S1	P 11,521.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, S. 2013-Cat III)	N/A	LGU-Cabucgayan, Biliran
	xxx									

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 September 30, 2021.

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:

MARISOL A. MASBANG

Municipal Mayor

Municipal Bldg. Magbangon, Cabucgayan, Biliran

masbangmarisolarabiana@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.