


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

  
**RUSSEL M. LEE**  
HRMO

Date: 29-Jul-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	REGISTRATION OFFICER I	MCRO-REGO1-01	10	P15,553.00	Bachelor's degree	None Required	None Required	CS Professional		Caibiran, Biliran
2	ADMINISTRATIVE ASSISTANT IV (Bookbinder IV)	MBO-ADAS4(BB4) 01	10	P15,533.00	Elementary School Graduate	2 years relevant experience	8 hours relevant training	None Required MC No. 10, s. 2013 Cat.III		Caibiran, Biliran

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 August 15, 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](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.
5. *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, person 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:

**RHODESSA D. REVITA, RPh.**

Municipal Mayor

LGU CAIBIRAN, BILIRAN

[jrcucaibiran@yahoo.com](mailto:jrcucaibiran@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.