

To: CIVIL SERVICE COMMISSION (CSC)

Republic of the Philippines
MGO KAWAYAN, BILIRAN
Request for Publication of Vacant Positions

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

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO KAWAYAN, BILIRAN in the CSC website.

Date: _____
February 4, 2022
TERESITA I. ATUEL
HRMO

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	Revenue Collection Clerk I	MTO-RCC1-1	5	10,693.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)	None	Mun. Treasurer's Office, LGU Kawayan
	X-X-X-X-X-X									

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 February 20, 2022.

1. Fully accomplished Personal Data Sheet (PDS)
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:

RODOLFO J. ESPINA SR.
Municipal Mayor
LGU Kawayan, Poblacion, Kawayan, Biliran
hrmokawayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.