

Republic of the Philippines  
**MGO KAWAYAN, 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 filed, at the MGO KAWAYAN, BILIRAN in the CSC website:

  
JOEL D. WAPALLA  
HRMO Designate  
Date: March 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer IV (Human Resource Management Officer II)	MO-ADOFA (HRMO2)	15	24588	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	None	Human Resource Mgr. Office, LGU Kawayan	
2	Agriculturist I	MASO-AG1	11	17807	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)	None	Municipal Agriculture Office, LGU Kawayan	
3	Assessment Clerk III	MASO-ASCL3	9	14281	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	None	Municipal Assessor's Office, LGU Kawayan	
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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 April 01, 2023

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy or scanned copy of Performance rating in the last rating period (if applicable);
3. Photocopy or scanned copy of certificate of eligibility/training/license; and
4. Photocopy or scanned copy of Transcript of Records;
5. This Office highly encourages all interested and qualified applicants, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation, to apply. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment (EOP) principle.

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

**ATTY. MANOLO D. RUBI**  
Municipal Mayor  
IGU Kawayan, Poblacion, Kawayan, Biliran  
[hmokawayan@gmail.com](mailto:hmokawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.