

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 filled, at the MGO KAWAYAN, BILIRAN in the CSC website.

*Teresita I. Atuel*  
TERESITA I. ATUEL

HRMO

Date: December 26, 2021

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	Waterworks Supervisor	MO-WWS	14	21,559.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	None	Mun. Mayor's Off., LGU KAWAYAN
2	Municipal Government Department Head I (Municipal Accountant)	MAOCC-MGDH I (MAcc)	24	60,719.00	Bachelor's Degree in Commerce/Business Administration major in Accounting/BS Accounting/Accountancy	None	3 years relevant experience	RA 1080	None	Mun. Accounting Office, LGU KAWAYAN

Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government unit concerned as provided for in Local Government Code of 1991

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 January 11, 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.

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

[hromkawayan@gmail.com](mailto:hromkawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.