

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
HRMO

Date: December 29, 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)	MACCO-MGDH I (MAcc)	24	60,719.00	Bachelor's Degree in Commerce/Business Administration major in Accounting or BS Accounting/Accountancy	None	3 years relevant experience	RA 1080	None	Mun. Accounting Office, LGU KAWAYAN
	x-x-x-x-x-x									

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

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 14, 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;
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.