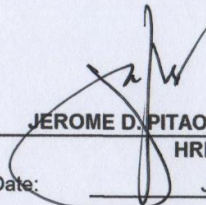


Republic of the Philippines
MGO NAVAL (CAPITAL), BILIRAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO NAVAL (CAPITAL), BILIRAN in the CSC website:


JEROME D. PITAO, HRMO-Designate
HRMO

Date: January 19, 2022

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	Municipal Budget Officer	MBO - MBOff	24	73731	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	120 hours of Continuing Professional Education/Development (CPE/CPD) training relevant to the practice of profession, 40 hours of supervisory/management and 80 hours of technical training taken within the last five (5) years	three (3) years experience in government budgeting or in any related field	First Grade or its equivalent	None	Office of the Municipal Budget Officer
2	Administrative Aide IV (Bookbinder II)	MTOE - ADA4 (BB2) - 21	4	12240	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	None	Office of the Municipal Treasurer (Economic Enterprise)
3										
4										
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10										

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 3, 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:

GERARD ROGER M. ESPINA

Municipal Mayor

P. Inocentes St., P. I. Garcia, Naval, Biliran

hrmo_lgunaval@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.