

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: February 4, 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	Social Welfare Officer III	MSWDO - SOCWO3	18	37129	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	None	Office of the Municipal Social Welfare and Development Officer
2	Administrative Aide VI (Data Controller I)	SB - ADA6 (DCTL1)	6	13770	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11,s. 96 - Cat. I) First Level Eligibility	None	Office of the Sangguniang Bayan/Municipal Vice Mayor
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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 February 19, 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
harmo_lgunaval@yahoo.com.ph