

REPUBLIC OF THE PHILIPPINES
PROVINCE OF BILIRAN
MUNICIPALITY OF NAVAL

OFFICE OF THE MUNICIPAL MAYOR

September 25, 2023

ATTY. MARILYN E. TALDO

Regional Director
Civil Service Commission
Regional Office 8
Candahug, Palo Leyte

Thru:

Atty. BENJIE M. GELIZON, CPA
Supervising Human Resource Specialist
Civil Service Commission
Field Office - Biliran

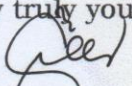
Dear Madam,

I am hereby submitting the **PUBLICATION OF VACANT POSITIONS for SEPTEMBER 2023** of the Local Government Unit of Naval.

Please see attached documents.

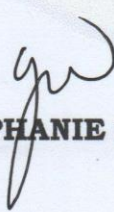
Thank you and God Bless!

Very truly yours,


JANE V. ROBLE

Administrative Officer II (HRMO I)

Approved:

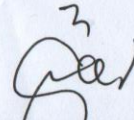

GRETCHEN STEPHANIE M. ESPINA
Municipal Mayor

HR OFFICE

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:

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JANE V. ROBLE
HRMO

Date: September 25, 2023

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	MGDH-I (Municipal Budget Officer)	MBO - MBOff	24	76,566	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None required	3 years of experience in government budgeting or in any related field	Career Service Professional/ Second Level Eligibility	N/A	Office of the Municipal Budget Officer
2	Senior Tourism Operations Officer	MO-SRTOO-23	18	39,716	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours training on tourism or DOT specific and mandatory trainings such as but not limited to the following: *Tourism Awareness and Capability Building Seminar for LGUs *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation, and *Seminar on Gender and Development Orientation	2 years of work experience & involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor

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 October 13, 2023.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, civil status person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

GRETCHEN STEPHANIE 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.