



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF NAVAL

OFFICE OF THE MUNICIPAL MAYOR

December 2, 2021

DIR. VICTORIA F. ESBER

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

Thru:

Dir. Rey Albert B. Uy
Director II

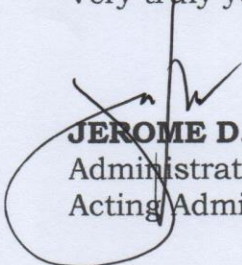
Dear Madam,

I am hereby submitting the **PUBLICATION OF VACANT POSITIONS**
for DECEMBER 2021 of the Local Government Unit of Naval.

Please see attached documents.

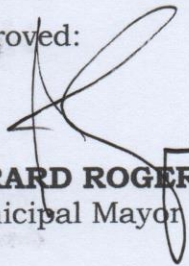
Thank you and God Bless!

Very truly yours,


JEROME D. PITAO

Administrative Officer II (Information Officer I)
Acting Administrative Officer II (HRMO I)

Approved:


GERARD ROGER M. ESPINA
Municipal Mayor

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: December 02, 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	Municipal Social Welfare & Development Officer	MSWDO - MSWDOff	24	73731	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	RA - 1080 (Social Worker)	None	Office of the Municipal Social Welfare and Development
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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 December 19, 2021.

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.