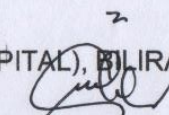


Republic of the Philippines  
**MGO NAVAL (CAPITAL), BILIRAN**  
Request for Publication of Vacant Positions

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:

  
**JANE V. ROBLE**  
HRMO

Date: 10-Sep-21

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	Administrative Aide II (Messenger)	MTOE-ADA2(M)-2-20	2	10,435	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. of 2013 - Cat. III)	N/A	Office of the Municipal Treasurer (Economic Enterprise)
2	Administrative Aide II (Bookbinder I)	MTOE-ADA2(BB1)-2-20	2	10,435	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. of 2013 - Cat. III)	N/A	Office of the Municipal Treasurer (Economic Enterprise)

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 1, 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](http://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:

**JANE V. ROBLE**

Administrative Officer II (HRMO I)

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

[hrmo\\_lgunaval@yahoo.com.ph](mailto:hrmo_lgunaval@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**