

Republic of the Philippines  
**MGO CULABA, 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 CULABA, BILIRAN in the CSC website:

  
JONABEL C. DILOY  
HRMO

Date: April 15, 2024

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	Secretary to the Sanggunian Bayan I	29	24	63,055.00	Bachelor's Degree preferably in Law, Commerce of Public Administration	None	None Required	First Grade or its equivalent	N/A	LGU-Culaba
2	Municipal Government Department Head I(Municipal Planning and Development	47	24	63,055.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or	None	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)	N/A	LGU-Culaba
3	Municipal Government Department Head I(Municipal Social Welfare and Development Officer)	59	24	63,055.00	Bachelor's Degree in Social Work	None Required	3 years experience in the practice of social worker	RA 1080 as amended (Social Work)	N/A	LGU-Culaba

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4	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	63	24	63,055.00	Bachelor's Degree	24 hours of training in managem ent and supervisio n on	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/2nd Level Eligibility	N/A	LGU-Culaba
5	Agricultural Technologist	68	10	15,533.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishing Technology	None Required	None Required	Relevant RA1080	N/A	LGU-Culaba

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 **May 1, 2024**.

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. Authenticated photocopy of certificate of eligibility/rating/license;
4. Authenticated photocopy of Transcript of Records and Diploma; and
5. Certificate of Employment or Service Records (if applicable)

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6. 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, gender, civil status, persons with disability (PWD), religion, 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:

Jonabel C. Diloy  
HRMO  
Poblacion, Culaba, Biliran  
[diloyjonabel@gmail.com](mailto:diloyjonabel@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.