

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

Date: \_\_\_\_\_

May 9, 2023

  
JOEL D. MURALLA  
HRMO-Designate

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 III (Laborer II)	MHO-ADA3 (LA 2)	3	13677	Must be able to read and write	None	None	None	None	None	Municipal Health Office- LGU Kawayan
2											
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9											
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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 May 24, 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](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.
5. This Office highly encourages all interested and qualified applicants, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation, to apply. This office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment (EOP) principle.

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

**ATTY. MANOLO D. RUBI**  
Municipal Mayor  
\_\_\_\_\_  
LGU Kawayan, Poblacion, Kawayan, Biliran  
[hrmokaawayan@gmail.com](mailto:hrmokaawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.