Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

HENRY T. REGAÑON

HRMO

Date:

11.20.2023

8 Licensing Officer I		7 Labor and Employment Officer I	6 Computer Programmer I 7 Labor and Employment (
						aly Officer I)	Worker I) ply Officer I)	V (Clerk II) Worker I) ply Officer I)	v (Clerk II) Vorker I) bly Officer I)
MO-LIOF1-057	MO-LEO1-056	MO-COMPRO1-055	MO-LDRRMO1-053	MO-CMC-09Z	0110 050	MO-ADOF1 (SUO1)-027	MO-ADA1 (UTW1)-012 MO-ADOF1 (SUO1)-027	MO-ADA4 (CK2)-003 MO-ADA1 (UTW1)-012 MO-ADOF1 (SUO1)-027	Plantilla Item No. 10-ADA4 (CK2)-003 10-ADA1 (UTW1)-012 10-ADOF1 (SU01)-027
11	11	11	1	02	Annales or other parameters are not proposed and parameters are not proposed and parameters are not proposed and parameters are not parameters are	10	10	01 04	Pay Grade 04
18,900.00	18,900.00	18,900.00	18,900.00	9,673.00	And in case of the last of the	16,223.00	9,100.00	10,910.00 9,100.00 16,223.00	9,100.00 16,223.00
Bachelor's degree	18,900.00 Bachelor's degree preferably in any of the following: Operations Management (OM), Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	Bachelor's degree relevant to the job	Bachelor's degree	Must be able to read and write		Bachelor's degree relevant to the job	Must be able to read and write Bachelor's degree relevant to the job	10,910.00 Completion of two years studies in college 9,100.00 Must be able to read and write 16,223.00 Bachelor's degree relevant to the job	Education Completion of two years studies in college Must be able to read and write Bachelor's degree relevant to the job
None required	None required	None required	None required	None required		None required	None required None required	None required None required None required	Training None required None required
None required	None required	None required	None required	None required		None required	None required None required	None required None required None required	Experience None required None required
Career Service (Professional)/ Second Level Eligibility	Career Service (Professional)/ Second Level Eligibility	Career Service (Professional)/ Second Level Eligibility	Career Service (Professional)/ Second Level Eligibility	None required (CSC MC 11, s. 1996 - Cat. III)		Career Service (Professional)/ Second Level Eligibility	None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III) Career Service (Professional)/ Second Level Eligibility	Career Service (Subprofessional)/First Level Eligibility None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III) Career Service (Professional)/ Second Level Eligibility	Career Service (Subprofessional)/First Level Eligibility None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III) Career Service (Professional)/ Second Level Eligibility
									Competency (if applicable)
Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran	The same contract of the same	Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran Municipal Mayor's Office - Biliran, Biliran	Municipal Mayor's Office - Biliran, Biliran Municipal Mayor's Office - Biliran, Biliran Municipal Mayor's Office - Biliran, Biliran	Assignment Assignment Municipal Mayor's Office - Biliran, Biliran Municipal Mayor's Office - Biliran, Biliran Municipal Mayor's Office - Biliran, Biliran

Devt. Office - Biliran, Biliran	Resident of LGU concerned and of Good Moral Character	(Social Worker)	experience in the practice of Social Work	Notice (Vedanied	Dadieloi o deglec III Social Went	03,033.00	† 7	MONADO-MONADOLL-001	Head I (Municipal Social Welfare & Development Officer)	77
Municipal Engineering Offlice - Biliran, Biliran	Other requirements:		None required	None required		20,416.00	12	MEO-ENG1-005	Engineer	21
Municipal Engineering Offlice - Biliran, Biliran	Other requirements: Resident of LGU concerned and of Good		3 years experience in the practice of of engineering	None required	Bachelor's degree in Civil Engineering	63,055.00	24	MEO-ME-001	Municipal Government Department Head I (Municipal Engineer)	20
Municipal Agriculture's Office - Biliran, Biliran		(0)	None required	None required	Completion of two years college	12,287.00	06	MAGRO-LIVI1-006	Livestack Inspector I	19
Municipal Agriculture's Office - Biliran, Biliran		RA 1080 (Agriculturist)	None required	None required	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	16,223.00	10	MAGRO-AGTG-003	Agricultural Technologist	18
Municipal Civil Registrar's Office - Biliran, Biliran		Career Service (Subprofessional)/First Level Eligibility	1 year of relevant experience	4 hours of relevant training	Completion of two years studies in college	13,821.00	08	MCRO-ARO-002	Assistant Registration Officer	17
Municipal Health Office - Biliran, Biliran		Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV)	None required	None required	Elementary School Graduate	14,678.00	03	MHO-ADA3 (DRV1)-015	Administrative Aide III (<i>Driver I</i>)	16
Municipal Budget Office - Biliran, Biliran		Career Service (Subprofessional)/First Level Eligibility	None required	None required	Completion of two years studies in college	10,910.00	04	MBO-ADA4 (BAI)-002	Admin. Aide IV (Budgeting Aide)	15
Municipal Assessor's Office - Biliran, Biliran		Career Service (Subprofessional)/Draftsman or Illustrator (MC 11, s 96 - Cat. II) First Level Eligibility	None required	None required	Completion of two years studies in college with relevant vocational/trade course or High School Graduate	12,287.00	06	MASSO-DFM1-003	Draftsman I	14
Municipal Treasurer's Office - Biliran, Biliran		Career Service (Professional)/ Second Level Eligibility	None required	None required	Completion of two years studies in college	13,034.00	07	MTO-RCC2-014	Revenue Collection Clerk II	13
MPDC Office - Biliran, Biliran		Career Service (Subprofessional)/First Level Eligibility	1 year of relevant experience	4 hours of relevant training	13,821.00 Completion of two years studies in college	13,821.00	08	MPDO-PDA-003	Project Development Assistant	12
MPDC Office - Biliran, Biliran	Other requirements: Resident of LGU concerned and of Good Moral Character	RA 1080, as amended (Environmental Planner)	3 years experience in development planning or in any related field	None Required	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	63,055.00	24	MPDO-MPDC-001	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	<u></u>
SB Office - Biliran, Biliran		Career Service (Subprofessional)/First Level Eligibility	1 year of relevant experience	4 hours of relevant training	Completion of two years studies in college	13,821.00	08	SB-LLSA2-015	Local Legislative Staff Assistant II	10
Municipal Mayor's Office - Biliran, Biliran		None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III)	None required	None required	Must be able to read and write	9,100.00	01	MO-ADA1-058	Administrative Aide I	9

	Eligibility								
Devt. Office - Biliran, Biliran	(Subprofessional)/First Level			college					
Mun. Social Welfare &	Career Service	None required	None required	Completion of two years studies in	10,910.00 Com	04	MSWDO-ADA4 (CK2)-006	24 Admin. Aide IV (Clerk II)	24
	Eligibility								
Devt. Office - Biliran, Biliran	(Subprofessional)/First Level	experience	training	college					
Mun. Social Welfare &	Career Service	1 year of relevant	4 hours of relevant	13,821.00 Completion of two years studies in	13,821.00	08	MSWDO-SOCWAS-004	23 Social Welfare Assistant	23

December 06, 2023. 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

- 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);
- Authenticated photocopy of certificate of eligibility/rating/license;
- 4. Authenticated photocopy of Transcript of Records and Diploma; and
- Certificate of Employment or Service Records (if applicable)
- discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and 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 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:

myracabrales30@gmail.com	Billiran, Biliran	Myhicipal Mayor	MYRA A. CABRALES

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.