

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

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 IV (Clerk I)	MO-ADA4 (CK2)-003	04	10,910.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
2	Admin. Aide I (Utility Worker I)	MO-ADA1 (UTW1)-012	01	9,100.00	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III)		Municipal Mayor's Office - Biliran, Biliran
3	Admin. Officer I (Supply Officer I)	MO-ADOE1 (SUO1)-027	10	16,223.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
4	Cemetery Caretaker	MO-CMC-052	02	9,673.00	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996 - Cat. III)		Municipal Mayor's Office - Biliran, Biliran
5	Local DRRM Officer I	MO-LDRRM01-053	11	18,900.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
6	Computer Programmer I	MO-COMPRO1-055	11	18,900.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
7	Labor and Employment Officer I	MO-LEO1-056	11	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	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
8	Licensing Officer I	MO-LIOF1-057	11	18,900.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran







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

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 **04**, 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. 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)
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:

**MYRA A. CABRALES**

Municipal Mayor

Biliran, Biliran

[myracabrales30@gmail.com](mailto:myracabrales30@gmail.com)

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