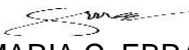


Republic of the Philippines  
Municipality of Biri  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU BIRI in the CSC website:

  
MARIA C. EBRADA  
HRMO  
Date: 1/8/2019

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 VI	12	SG6	9,524.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		LGU-Biri

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 January 31, 2019.

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:

**MARIA C. EBRADA**  
LDRRMA/HRMO-Designate  
LGU-Biri, Northern Samar  
[cherrybreaker23@yahoo.com](mailto:cherrybreaker23@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.