

Republic of the Philippines  
Province of Biliran  
MUNICIPALITY OF CAIBIRAN

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

**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 - CAIBIRAN in the CSC website:

  
RUSSEL M. LEE  
HRMO

Date: 04-Jan-19

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Local DRRM Officer - II	3	15	P21,372.00	Bachelor's Degree	8 hrs. relevant training	1 year relevant experience	CS Professional	Caibiran, Biliran
2	Local DRRM Assistant	7	8	P14,731.00	Completion of 2 years college studies	4 hrs. relevant training	1 year relevant experience	CS Subprofessional	Caibiran, Biliran
3	xxx nothing follows xxxx								
4									
5									

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 19, 2018.

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: **RUSSEL M. LEE**

**HRMO**

(Position Title)

MUNICIPAL HALL, CAIBIRAN, BILIRAN

[lgucaibiran@yahoo.com](mailto:lgucaibiran@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.