

Republic of the Philippines
Province of Biliran
MUNICIPALITY OF CAIBIRAN

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: _____
 08-Jan-19

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Head I (Municipal Treasurer)	48	24	P58,385.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 years experience in treasury or accounting service	CS Professional	Caibiran, Biliran
2	xxx nothing follows xxx								
3									
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 28, 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;
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
jucuibiran@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.