

Republic of the Philippines
Province of Biliran
MUNICIPALITY OF CULABA
6564

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - CULABA, BILIRAN in the CSC website:


JONABEL C. DILOY
Administrative Officer IV (HRMO II)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant II (Data Controller II)	6	8	P11,397.00	Completion of 2 years college studies or High School Graduate with relevant vocational/trade course	None Required	1 year of relevant experience	CS Subprofessional	Culaba, Biliran
2	Municipal Government Department Head (Mun. Assessor)	7	8	P51,309.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related course.	4 hrs of relevant training	3 years experience in real property assessment work or in any related field	RA 1080	Culaba, 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 January 21, 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 present position for one (1) year (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:

JONABEL C. DILOY
Administrative Officer IV (HRMO II)
Culaba, Biliran
diloyjonabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.