



Republic of the Philippines
Province of Biliran
MUNICIPALITY OF NAVAL

OFFICE OF THE MUNICIPAL MAYOR

June 25, 2018

DIR. VICTORIA F. ESBER

Regional Director
Civil Service Commission
Regional Office 8
Candahug, Palo Leyte

Thru:

Dir. Rey Albert B. Uy
Director II

Dear Madam,

I am hereby submitting the **Publication of Vacant Positions for JUNE 2018** of the **LOCAL GOVERNMENT UNIT OF NAVAL**.

See attached Documents.

Thank you and God Bless!

Very truly yours,

JANE V. ROBLE
Administrative Officer II (HRMO I)


APPROVED:

GERARD ROGER M. ESPINA
Municipal Mayor

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF NAVAL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Naval in the CSC website:


GERARD ROGER M. ESPINA
(Head of Agency)


Date: June 25, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MGDH - I (Municipal Agriculturist)	MASO - 1	24	747,648.00	Bachelor's Degree I Agriculture or any related course	None	3 years acquired experience in agriculture or in a related field	First Grade or its equivalent	N/A	Office of the Municipal Agriculturist
2	Draftsman I	MPDO - 4	6	146,268.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, S. 96 - Cat I) First Level Eligibility	N/A	Office of the Municipal Planning & Development Coordinator
3	Administrative Aide IV (Storekeeper I)	TO - 9	4	129,276.00	Elementary school graduate	None Required	None Required	None Required (MC 11, S. 96 - Cat III)	N/A	Office of the Municipal Treasurer
4	Administrative Aide II (Bookbinder I)	MEO - 11	2	114,240.00	Elementary school graduate	None Required	None Required	None Required (MC 11, S. 96 - Cat III)	N/A	Office of the Municipal Engineer

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 _____.

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:


GERARD ROGER M. ESPINA
Municipal Mayor
Municipal Bldg., P. Inocentes St., P.I Garcia, Naval, Biliran
hrmo_lgunaval@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.