


Republic of the Philippines
LOCAL GOVERNMENT UNIT - BILIRAN, BILIRAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


HENRY J. REGANON
Administrative Officer-IV (HRMC-II)
Date: 06.30.2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Other Qualifications	Place of Assignment
					Education	Training	Experience			
1	Revenue Collection Clerk I	MTO-RCC1-008	05	P9,805.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office
2	Social Welfare Assistant	MSWDO-SOCWA-004	08	P 11,731.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		MSWD Office
3	Computer Programmer I	MO-COMPRO1-055	11	P 14,528.00	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility		Mayor's Office
4	Local DRRM Officer II	MO-LDRRM01-054	15	P 21,372.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/ 2 nd Level Eligibility		Mayor's Office/ DRRM Office
5	Administrative Aide I (Utility Worker I)	MO-ADA1 (UM1)-012	01	P 7,748.00	Must be able to read and write	None required	None Required	None required (MC 10, s. 2013 Cat III)		Mayor's Office
6	Municipal Agricultural Officer	MAGRC-MAGO-002	20	P 35,809.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engr., Fisheries	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (Agriculturist)		Office of the Municipal Agricultural Services

NOTHING FOLLOWS

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 July 16, 2020.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. GRACE J. CASIL
Municipal Mayor
LGU-Biliran, Biliran
municipalityofbiliran@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.