


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:

  
**HON. GRACE J. CASIL**  
(Head of Agency)  
Date: 07.31.2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Other Qualifications	
1	Municipal Treasurer	MTO-MT-001	24	P615,708.00	Bachelor's degree preferably in Commerce, Public Administration or Law from a recognized college or university	One Hundred Twenty (120) hours of Management and Technical trainings taken for last five (5) years, which covers 80 hours of Technical and 40 hours of Management	Three (3) years acquired experience in treasury or accounting service	First Grade Civil Service Eligible or its equivalent/ Local Treasurer Eligibility	1.) A citizen of the Philippines; 2.) A resident of the LGU concerned; and 3.) Of Good Moral Character	Municipal Treasurer's Office
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 21 August 20, 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](http://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:

HON. GRACE J. CASIL  
Municipal Mayor  
LGU-Biliran, Biliran  
[municipalityofbiliran@gmail.com](mailto:municipalityofbiliran@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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2	Municipal Assessor	MASSO-MASS-001	24	P615,708.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course from a recognized college or university	One Hundred Twenty (120) hours of Management and Technical trainings taken for last five (5) years, which covers 80 hours of Technical and 40 hours of Management	Three (3) years acquired experience in real property assessment work or in any related field	R.A. 1080 (Real State Service)	1) A citizen of the Philippines, 2) A resident of the LGU concerned, and 3) Of Good Moral Character	Municipal Assessor's Office
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3	Municipal Health Officer	MHO-MHOFF-001	24	P879,588.00	Doctor of Medicine	One Hundred Twenty (120) hours of Management and Technical trainings taken for last five (5) years, which covers 80 hours of Technical and 40 hours of Management	Three (3) years acquired experience as Medical Doctor/ Practitioner	R.A. 1080 (Physician)	1.) A citizen of the Philippines, 2.) A resident of the LGU concerned, and 3.) Of Good Moral Character	Municipal Health Office
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4	Municipal Agriculturist	MAGRC-MA-001	24	P615,708.00	Bachelor's degree in Agriculture or any related course	One Hundred Twenty (120) hours of Management and Technical trainings taken for last five (5) years, which covers 80 hours of Technical and 40 hours of Management	Three (3) years acquired experience in agriculture or in a related field	RA 1080 (Agriculturist)	1.) A Citizen of the Philippines, 2.) A resident of the LGU concerned, and 3.) Of Good Moral Character	Office of the Municipal Agricultural Services (OMAS)
5	Administrative Aide-III (Driver-I, Ambulance)	MO-ADA3 (DR1,AM)-032	03	P100,080.00	Elementary School Graduate	None required	None Required	Driver License MC 11, s. 96 - Cat. II		Municipal Mayor's Office
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