

Republic of the Philippines
Municipality of Biri
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 Biri in the CSC website:



ANTONIO B. DELOS REYES, JR.

Municipal Mayor

Date: 8-May-20

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MGDH-I/Municipal Treasurer	8	24	44,645.00	Bachelor of Commerce	None	3 years in treasury	Career Service Professional		LGU - Biri
					Business Administra		or accounting service	Second Level Eligibility or		
					tion or Law			its equivalent		
2	Municipal Agricultural	5593-127	20	30,135.00	Bachelor's degree	8 hrs. of relevant	2 yrs or relevant	Career Service Professional		LGU - Biri
	Officer				relevant to the job	training	experience	Second Level Eligibility		
3	Environmental Management	32	15	19,240.00	Bachelor's degree	4 hours of relevant	1 year of relevant	Career Service Professional		LGU-BIRI
	Specialist II				relevant to the job	training	experience	Second Level Eligibility		
4	Internal Auditor II	33	15	19,240.00	Bachelor's degree	4 hours of relevant	1 year of relevant	Career Service Professional		LGU-BIRI
					relevant to the job	training	experience	Second Level Eligibility		
5	Administrative Aide II	6.1	2	7,446.00	Completion of 2 yrs	None	None	None		LGU-BIRI
		7.1			in College					
		20.1								
		5593.1								

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:

ANTONIO B. DELOS REYES, JR

Municipal Mayor

LGU - Biri, Northern Samar

litoaraojo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.