

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: 9-Jul-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 Business Administra tion or Law	None	3 years in treasury or accounting service	Career Service Pro- fessional(2nd Level)or its equivalent		LGU - Biri
3	Environmental Management Specialist II	32	15	19,240.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional(2nd level)		LGU-BIRI
4	Internal Auditor II	33	15	19,240.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional(2nd level)		LGU-BIRI
5	Administrative Aide II	6.1	2	7,446.00	Must be able to read and write/Elementary	None Required	None Required	None Required		LGU-BIRI
6	Administrative Aide II	7.1	2	7,446.00	School Graduate	None Required	None Required	None Required		LGU-BIRI
7	Administrative Aide II	20.1	2	7,446.00		None Required	None Required	None Required		LGU-BIRI
8	Administrative Aide II	5593.1	2	7,446.00		None Required	None Required	None Required		LGU-BIRI

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](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:

ANTONIO B. DELOS REYES, JR

Municipal Mayor

LGU - Biri, Northern Samar

[litoarajo@gmail.com](mailto:litoarajo@gmail.com)

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

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1	Municipal Agricultural Officer	5593-127	20	30,135.00	Bachelors Degree in Agriculture or other allied Courses such as Agricultural Engineering Fisheries Technology and Veterinary Medicine	8 hours of relevant Training	2 years of relevant experience	Relevant RA 1080		LGU - Biri

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