

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Naval in the CSC website:

JEROME D. PITAO

Admin. Officer II (Information Officer I)
Acting Administrative Officer II (HRMO - I)

Date: January 16, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer IV	MHO-MDOF4-19	23	73,811.00	Doctor of Medicine	4 hours relevant training	1 year of relevant experience	RA 1080	(1)Building collaborative, inclusive working relationships (2)Managing performance & coaching for results, (3)Leading change (4)Thinking strategically & creatively (5)Creating & Nurturing a High Performance Organisation	Office of the Municipal Health Officer
2	Nurse II	MA-NURS2-19	15	25,951.00	Bachelor of Science in Nursing	4 hours relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Municipal Administrator
3	Administrative Aide II (Bookbinder I)	MSWDO-ADA2 (BB1)-19	2	9,997.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Social Welfare & Development Officer

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 last rating period** (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.