


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:

  
**ESTRELLIETA C. JORNALES, REB, REA, J.D.**  
Municipal Assessor/HRMO-Designate  
Date: May 06, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Other Qualifications	
1	Tax Mapper I	MASSO-TXM1-002	11	P15,621.00	Bachelor's Degree relative to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Assessor Office- Biliran, Biliran
2	Revenue Collection Clerk I	MTO-RCC1-005	05	P10,249.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasury Office-Biliran,Biliran
3	Revenue Collection Clerk I	MTO-RCC1-008	05	P10,249.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasury Office-Biliran,Biliran
4	Administrative Aide I (Utility Worker I)	MO-ADA1 (UTW1)-012	01	P8,086.00	Must be able to read and write	None required	None required	None required		Mayor's Office, Biliran, Biliran
5	Administrative Assistant II (Bookkeeper I)	MACCO-ADAS2 (BKP1)-003	08	P12,254.00	Completion of two years studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Municipal Accountant Office-Biliran,Biliran
6	Administrative Aide IV (Clerk II)	MO-ADA4 (CK2)-003	04	P9,665.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office- Biliran, Biliran
7	Meat Inspector I	MAGRO-MIT/LIV1-006	06	P10,867.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Agriculture Office, Biliran, Biliran
8	Sanitation Inspector I	MHO-SI1-010	06	P15,524.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Health Office, Biliran, Biliran
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 May 31, 2021.

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.
5. Photocopy of certificate of eligibility/rating/license; and
6. 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.