

Republic of the Philippines
MGO BILIRAN, BILIRAN
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 MGO BILIRAN, BILIRAN in the CSC website:


HENRY J. REGANON

HRMO

Date: 08.09.2022

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	Administrative Aide I (Utility Worker I)	MO-ADA1 (UTW1)-012	1	8,424.00	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996 as amended CSC MC 10, s. 2013 - Category III)		Municipal Mayor's Office - Biliran, Biliran
2	Administrative Officer I (Supply Officer I)	MO-ADO1 (SUO1)-027	10	14,844.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
3	Local DRRM Officer I	MO-LDRRM01-053	11	16,714.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
4	Computer Programmer I	MO-COMPR01-055	11	16,714.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
5	Administrative Aide IV (Clerk II)	MO-ADA4 (CK2)-003	4	10,080.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
6	Labor and Employment Officer I	MO-LEO1-056	11	16,714.00	Bachelor's degree preferably in any of the following: Operations Management (OM), Human Resource Management (HRM), Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
7	Licensing Officer I	MO-LIOF1-057	11	16,714.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Municipal Mayor's Office - Biliran, Biliran
8	Municipal Planning and Development Coordinator	MPDO-MPPDC-001	24	60,719.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)		MPD Office - Biliran, Biliran
9	Draftsman I	MASSO-DFM1-003	6	11,340.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Draftsman or Illustrator (MC 11, s. 96 - Category I or II) / First Level Eligibility		Mun. Assessor's Office - Biliran Biliran

10	Midwife I	MHO-MDWF-1-006	9	19,593.00	Completion of the Midwifery Course	None required	None required	RA 1080 (Midwife)	Municipal Health Office - Biliran, Biliran
11	Sanitation Inspector I	MHO-SI1-010	6	16,200.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Municipal Health Office - Biliran, Biliran
12	Municipal Social Welfare and Development Officer	MSWDO-MSWDOFF-001	24	60,719.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	RA 1080 (Social Worker)	MSWD Office - Biliran, Biliran
13	Social Welfare Assistant	MSWDO-SOCWAS-004	8	12,776.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	MSWD Office - Biliran, Biliran
14	Agricultural Technologist	MAGRO-AGTG-003	10	14,844.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	Mun. Agriculture's Office - Biliran, Biliran
15	Engineer I	MEO-ENG1-005	12	18,236.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Civil Engineer)	Mun. Engineering Office - Biliran, Biliran

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 August 25, 2022.

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.
5. Certificate of Employment or Service Records
6. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. MYRA A. CABRALES

Municipal Mayor

LGU-Biliran, Biliran

municipalityofbiliran@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.