


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


CINDY O. TALBO
Acting SAO (HRMO IV)

Date: July 18, 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 | Municipal Civil Registrar (MGDH) | MCR-P-028 | 24 | 61,887.00 | Bachelor's Degree | None Required | 3 years experience in civil registry work | First Grade or its equivalent | N/A | Office of the Municipal Civil Registrar |
| 2 | Municipal Treasurer (MGDH) | MTO-P-038 | 24 | 61,887.00 | Bachelor's Degree preferably in Commerce, Public Administration or Law | None Required | 3 years experience in treasury or accounting service | First Grade or its equivalent | N/A | Office of the Municipal Treasurer |
| 3 | Revenue Collection Clerk I | MTO-P-042 | 5 | 11,136.00 | Completion of two years in studies in college | None Required | None Required | Career Service (Subprofessional) First Level Eligibility | N/A | Office of the Municipal Treasurer |
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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 3, 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. The Municipal Government of Cabucgayan 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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and with diverse sexual orientation, gender identity or expression (SOGIE)

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

GEMMA G. ADOBO

Municipal Mayor

Municipal Compound, Magbangon, Cabucgayan, Biliran
gemmaadobo14@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.