

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 in the CSC website:

  
**MARISOL A. MASBANG**  
Municipal Mayor


Date: October 15, 2021

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (HRMO IV)	MMO-P-004	SG22S1 P	46,807.00	Bachelor's Degree	16 Hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LGU-Cabucgayan, Biliran
	xxx									

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 November 2, 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 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:

  
**MARISOL A. MASBANG**  
Municipal Mayor

Municipal Bldg. Magbangon, Cabucgayan, Biliran  
[masbangmarisolarabiana@gmail.com](mailto:masbangmarisolarabiana@gmail.com)

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