

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:

  
**ROSARIO C. AZORES**  
Supervising Administrative Officer (HRMO IV)

Date: August 24, 2021

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	(3) Administrative Aide IV (Driver II)	MMO-P-005-21 LDR-P-074 LDR-P-075	SG4S1	P 9,665.00	Elementary School Graduate	None Required	None Required	Professional Drivers License (MC 10, S. 2013-Cat IV)	LGU-Cabucgayan, Biliran
2	Admin Aide III (Utility Worker II)	LDR-P-076 xxx	SG3S1	P 9,113.00	Must be able to read and write	None Required	None Required	None Required (MC 10, S. 2013-Cat III)	LGU-Cabucgayan, 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 September 9, 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. Magbangan, Cabucgayan, Biliran

[mabangmarisolarabiana@gmail.com](mailto:mabangmarisolarabiana@gmail.com)

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