

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


RUSSEL M. LEE
HRMO-II

Date: 16-Nov-21

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	DRAFTSMAN I	MPDO-DFM1-01	6	P11,340.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational / trade course	None Required	None Required	Career Service Sub-Professional Draftsman or Illustrator (MC 10, s. 2013 - Cat II)		Caibiran, Biliran
2	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	MACCO-BKP1-01	8	P12,776.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional		Caibiran, Biliran
3	ADMINISTRATIVE AIDE III (DRIVER I)	MHO-ADA3(DRV1)-01	3	P12,034.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC10, s 2013-Cat IV)		Caibiran, 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 December 3, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

HON. RHOESSA D. REVITA, RPh.

Municipal Mayor

Municipal Hall, Caibiran, Biliran

lgucaibiran@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.