

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
Date: 15-Aug-22

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	Local Disaster Risk Reduction Management Assistant	MO-LDRRMA-02	8	P13,299.00	Completion of two years college studies	4 hours relevant training	1 year relevant experience	Career Service Subprofessional		Calbiran, Biliran	
2	Revenue Collection Clerk I	MTO-RCC1-02	5	P11,136.00	Completion of two years college studies	None Required	None Required	Career Service Subprofessional		Calbiran, Biliran	
3	Administrative Assistant I (Computer Operator I)	MACCO-ADAS1(COMP01)-01	7	P12,528.00	Completion of two years college studies	None Required	None Required	Career Service Subprofessional		Calbiran, Biliran	
4	Administrative Aide I (Utility Worker I)	MSWDO-ADA1(UWV1)-01	1	P8,762.00	Must be able to read/write	None Required	None Required	None Required		Calbiran, 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 31, 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. *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, person 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:

RHODESSA D. REVITA, RPh.
Municipal Mayor
LGU CAIBIRAN, BILIRAN
jgucalbiran@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.