

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:

  
**RUSSELL M. LEE**  
HRMO

Date: 31-Aug-21

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	DAYCARE WORKER I	MO-DCW1-01	6	P11,340.00	High School Graduate	None Required	None Required	MC 10 s. 2013 CAT III	n/a	Caibiran, Biliran
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MPDO-ADA1(UW1)-02	1	P8,424.00	Must be able to read and write	None Required	None Required	MC 10 s. 2013 CAT III	n/a	Caibiran, Biliran
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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 September 15, 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:

**RHODESSA D. REVITA**  
Municipal Mayor  
LGU - CAIBIRAN, BILIRAN  
[Igucaibiran@yahoo.com](mailto:Igucaibiran@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.