

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF KAWAYAN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the Local Government Unit of Kawayan in the CSC website:

  
**TERESITA I. ATUEL**  
AO IV/HRMO II

Date: January 13, 2021

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	Waterworks Supervisor	MO-WWS	SG 14/S1	20,494.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Mun. Mayor's Off., LGU KAWAYAN
2	Administrative Aide III (Utility Worker II)	MO-ADA3 (UTW2)	SG 3/S1	9,113.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Mayor's Off., LGU KAWAYAN
3	Administrative Aide III (Driver I)	MO-ADA3 (DRV1)	SG 3/S1	9,113.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC. No. 10, s. 2013- CAT IV)		Mun. Mayor's Off., LGU KAWAYAN
4	Administrative Aide II (Bookbinder I)	MO-ADA2 (BB1)	SG 2/S1	8,593.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Mayor's Off., LGU KAWAYAN
5	Administrative Aide II (Watchman I)	MO-ADA2 (WCHM 1)	SG 2/ S1	8,593.00	Elementary School Graduate	None Required	None Required	None Required (MC No.10, s. 2013-CAT III)		Mun. Mayor's Off., LGU KAWAYAN
6	Administrative Aide IV (Bookbinder II)	SB-ADA4 (BB2)	SG 4/S1	9,665.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		SB Office, LGU Kawayan
7	Administrative Aide I (Utility Worker I)	SB-ADA1 (UTW1)	SG 1/S1	8,086.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		SB Office, LGU Kawayan
8	Administrative Assistant IV (Bookbinder IV)	MACCO-ADAS4 (BB4)	SG 10/S1	14,153.00	Elementary School Graduate	Eight hours relevant training	Two years relevant experience	None Required (MC No. 10, s. 2013-CAT III)		Mun. Acctg. Office, LGU Kawayan
9	Administrative Aide IV (Bookbinder II)	MACCO-ADA4 (BB2)	SG 4/S1	9,665.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Acctg. Office, LGU Kawayan



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10	Licensing Officer I	MTO- LIOF1	SG 11/S1	15,621.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Mun. Treasurer's Off., LGU Kawayan
11	Agriculturist I	MASO - AG1-1	SG 11/S1	15,621.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None Required	None Required	Relevant RA 1080		Mun. Agric'l. Services Office LGU Kawayan
12	Agriculturist I	MASO - AG1-2	SG 11/S1	15,621.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None Required	None Required	Relevant RA 1080		Mun. Agric'l. Services Office LGU Kawayan
13	Medical Technologist II	MHO - MDTK2	SG 15/S1	32,053.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	One year relevant experience	RA 1080		Mun. Health Office, LGU Kawayan
14	Administrative Aide III (Utility Worker II)	MHO - ADA3 (UTW2)	SG 3/ S1	13,019.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Health Office, LGU Kawayan
15	Administrative Aide II (Laboratory Aide I)	MHO- LABA 1	SG 2/ S1	12,276.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Health Office, LGU Kawayan
16	Administrative Aide II (Messenger)	MEO-ADA2 (M)	SG 2/S1	8,593.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-CAT III)		Mun. Engineer's Off., LGU Kawayan
17	Administrative Aide III (Driver I)	MDRRMO-ADA3 (DRV 1)	SG 3/S1	9,113.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC No. 10 s. 2013- CAT IV)		Mun. Disaster Risk Reduction Mgt. Office, LGU Kawayan
	X-X-X-X-X-X-X-X-X									

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 Jan. 28, 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:

**TERESITA I. ATUEL**

AO IV/HRMO II

LGU Kawayan, Poblacion, Kawayan, Biliran  
tiaatuel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.