

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


SARAH JANE M. DE LA PEÑA
HRMO II

Date: January 9, 2024

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	Assessment Clerk III	MASO-ASCL3	9	14848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service SubProfessional/First Level Eligibility	None	Municipal Assessor's Office

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 January 24, 2024.

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, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation, to apply. This office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment (EOP) principle.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. MANOLO D. RUBI

Municipal Mayor

LGU Kawayan, Poblacion, Kawayan, Biliran

hrmokawayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.