

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 12, 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	Nurse I	MHO-NRS2	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080, as amended (Nurse)	None required	Municipal Health Office
2	Youth Development Officer II	MO-LYDO	14	23,690.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	None required	Municipal Mayor's Office
3	Labor and Employment Officer I	MO-LAEO	11	18,900.00	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Development (HRD); and/or allied fields.	None required	None required	Career Service (Professional) Second Level Eligibility	None required	Municipal Mayor's Office
4	Local Disaster Risk Reduction and Management Assistant	MDRRMO-LDRRMA3	8	13,821.00	Completion of two (2) years in college	Four (4) hours of relevant training	1-year of relevant experience on DRRM	Career Service (SubProfessional) First Level Eligibility		Municipal Disaster Risk & Reduction Management 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 27, 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
harmokawayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.