

Republic of the Philippines  
**MGO KAWAYAN, BILIRAN**  
Request for Publication of Vacant Positions

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

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:

Date: January 24, 2022

*Terestita I. Atuel*  
TERESITA I. ATUEL  
HRMO

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	Administrative Aide II (Messenger)	MTO-ADA2 (M)	2	8,953.00	Elementary School Graduate	None required	None required	None required (CSC MC 11 s. 1996, as amended CSC MC 10, s. 2013)	None	Mun. Treasurer's Off., LGU Kawayan
2	Agriculturist I	MASO-AG1-1	11	16,714.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	None	Mun. Agriculture's Off., LGU Kawayan

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 February 9, 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](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:

**RODOLFO J. ESPINA, SR.**  
Municipal Mayor  
LGU Kawayan, Poblacion, Kawayan, Biliran  
[hrmokawayan@gmail.com](mailto:hrmokawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.