

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 filed, at the MGO KAWAYAN, BILIRAN in the CSC website:

**SARAH JANE M. DE LA PEÑA**  
HRMO II  
Date: February 27, 2024

No	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Revenue Collection Clerk I	MTO-RCC1-5	5	11,580.00	Completion of two years studies in college	None required	None required	None required	Career Service (Sub-Professional/First Level Eligibility)	None required	Municipal Treasurer's Office
2	Administrative Aide II (Bookbinder 1)	MO-ADA2	2	9,673.00	Elementary School Graduate	None required	None required	None required	None required (CS MC 11 s. 1996, as amended by CSC MC 10, s. 2013- CAT III)	None required	Municipal Mayor's Office
3	Administrative Aide II (Messenger)	MO-ADA2 (M)	2	9,673.00	Elementary School Graduate	None required	None required	None required	None required (CS MC 11 s. 1996, as amended by CSC MC 10, s. 2013- CAT III)	None required	Municipal Mayor'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 March 13, 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](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.
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  
[hrmo@kawayan.gov.ph](mailto:hrmo@kawayan.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.