

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

  
TERESITA I. ATUEL  
HRMO

Date: June 28, 2022

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 (Bookbinder I)	MO-ADA2 (BB1)	2	8,953	Elementary School Graduate	None Required	None Required	None Required (CSC MC 11 s. 1996, as amended by CSC MC 10, s. 2013-CAT III)	None	Mun. Mayor's Office, LGU Kawayan
2	Administrative Aide II (Messenger)	MO-ADA2 (M)	2	8,953	Elementary School Graduate	None required	None required	None required (CSC MC 11 s. 1996, as amended by CSC MC 10, s. 2013-CAT III)	None	Mun. Mayor's Office, 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 July 13, 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.

The LGU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

[hrmokawayan@gmail.com](mailto:hrmokawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.