

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:


TERESITA I. ATUEL

HRMO

Date: June 28, 2021

No.	Position Title (Parentetical 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	MUNICIPAL TREASURER	MTO-MT	24	59552	Bachelor's Degree preferably in Commerce, Public Administration or Law	120 hours relevant training (40 hours Technical/ 80 hours Managerial)	3 years experience in treasury or accounting	Career Service (Professional) Second Level Eligibility and/or BCLTE	N/A	Municipal Treasurer's Office
2	x-x-x-x-x-x									
3										

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 14, 2021

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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.