


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 LATUEL  
HRMO  
Date: \_\_\_\_\_  
September 5, 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	Local Disaster Risk Reduction & Management Assistant	MDRRMO- LDRRMA	8	13,299.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Sub Professio al) First Level Eligibility	None	Mun. Disaster Risk Reduction & Mgt. 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 September 20, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with **Work Experience Sheet** and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy or scanned copy of Performance rating in the last rating period (if applicable);
3. Photocopy or scanned copy of certificate of eligibility/rating/license; and
4. Photocopy or scanned copy of Transcript of Records.

*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  
[hnmokawayan@gmail.com](mailto:hnmokawayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.