

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:

SARAH JANE DE LA PEÑA
HRMO

Date: November 24, 2023

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	Municipal Government Department Head I (Local Civil Registrar)	MCR-MGDH I	24	63055.00	Bachelor's Degree	None Required	3 years of experience in civil registry work	Career Service Professional/Second level Eligibility	None	Local Civil Registrar's Office
2	Administrative Assistant III (Senior Bookkeeper)	MACCO-ADAS3 (SRBK)	9	14848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service SubProfessional/First Level Eligibility	None	Municipal Accountant's Office
3	Revenue Collection Clerk I	MTO-RCC1-5	5	11580.00	Completion of two years studies in college	None Required	None Required	Career Service SubProfessional/First Level Eligibility	None	Municipal Treasurer'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 December 09, 2023.

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.
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

hrmokawayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.