

Republic of the Philippines  
**MGO MARIPIPI, 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 MARIPIPI, BILIRAN in the CSC website:

VIGILDES S. CAIRO-CONDE  
HRMO

Date: January 23, 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 1 (Municipal Social Welfare Development Officer)	40	24/1	63055	Bachelor's Degree in Social Work	none required	3 years experience in the practice of social work	RA 10180 as amended	N/A	Maripipi, Biliran
2	Municipal Government Department Head 1 (Municipal Civil Registrar)	20	24/1	63055	Bachelor's Degree	none required	3 years experience in the practice civil registry work	first grade or its equivalent	N/A	Maripipi, Biliran
3	Municipal Government Department Head 1 (Municipal Accountant)	22	24/1	63055	Bachelor's Degree in Commerce/Business Administration, Major in Accounting	none required	3 years experience in Treasury or Accounting	RA 1080 as amended (CPA)	N/A	Maripipi, Biliran
4	Municipal Government Department Head 1 (Municipal Assessor)	29	24/1	63055	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	none required	3 years experience in real property assessment work	RA 1080 as amended (Real Estate Service)	N/A	Maripipi, Biliran

5	Administrative Officer II	25	11/1	18900	Bachelor's Degree	none required	none required	CSC Professional/ Second Level Eligibility	N/A	Maripipi, Biliran
6	Administrative Aide IV (Accounting Clerk)	24	4/1	10910	Completion of Two Years studies in college	none required	none required	Career Service Subprofessiona I / First level	N/A	Maripipi, Biliran
7	Administrative Aide III (Clerk I)	30	3/1	10275	Completion of Two Years studies in college	none required	none required	Career Service Subprofessiona I / First level	N/A	Maripipi, Biliran
8	Midwife III	38	13/1	31320	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	RA 1080 as amended	N/A	Maripipi, Biliran
9	Day Care Worker I	42	6/1	12287	High School graduate	none required	none required	none required MC 11 s. 96, Category III	N/A	Maripipi, Biliran

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 15, 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](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. The Agency encourages interested applicants, including Persons With Disability (PWD) and members of the Indigenous Communities irrespective of sexual orientation and gender identity to apply.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VIGILDES C. CONDE  
SB Secretary/HRMO-Designate  
LGU-Maripipi  
[vigildesc@gmail.com](mailto:vigildesc@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.