


Republic of the Philippines  
**MGO NAVAL (CAPITAL), 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 NAVAL (CAPITAL), BILIRAN in the CSC website:

  
**JANE V. ROBLE**  
HRMO

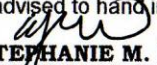
Date: January 27, 2023

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	MGDH-I (Municipal Agriculturist)	MASO - MAg	24	76,566	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 years acquired experience in agriculture or in a related field	Relevant R.A. 1080	N/A	Office of the Municipal Agriculturist
2	Social Welfare Officer III	MSWDO - SOCWO3	18	39,716	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Social Worker)	N/A	Office of the Municipal Social Welfare and Development Officer
3	Nurse II	MHO - NURS2 - 1	16	39,672	Bachelor of Science in Nursing	4 hours relevant training	1 year of relevant experience	R.A. 1080 (Nurse)	N/A	Office of the Municipal Health Officer
4	Midwife III	MHO - MDWF3 - 1	13	31,320	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Midwife)	N/A	Office of the Municipal Health Officer
5	Midwife III	MHO - MDWF3 - 2	13	31,320	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Midwife)	N/A	Office of the Municipal Health Officer
6	Revenue Collection Clerk I	MTO - RCC1 - 1	5	14,062	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
7	Revenue Collection Clerk I	MTO - RCC1 - 5	5	14,062	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
8	Administrative Aide II (Bookbinder I)	MA - ADA2 (BB1)	2	11,746	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Municipal Administrator
9	Administrative Aide II (Bookbinder I)	MTOE - ADA2 (BB1) - 1	2	11,746	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Municipal Treasurer (Economic Enterprises)

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 February 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. This office 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, civil status person of disability (PWD), 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:

  
**GRETCHEN STEPHANIE M. ESPINA**  
Municipal Mayor  
P. Inocentes St., P. I. Garcia, Naval, Biliran  
[hrmo\\_lgunaval@yahoo.com.ph](mailto:hrmo_lgunaval@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.