



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BILIRAN
MUNICIPALITY OF NAVAL
OFFICE OF THE MUNICIPAL MAYOR



February 22, 2024

ATTY. MARILYN E. TALDO

Regional Director
Civil Service Commission
Regional Office 8
Candahug, Palo Leyte

Thru:

Dir. Michael M. Dela Cruz
Director II

Dear Madam,

I am hereby submitting the **PUBLICATION OF VACANT POSITIONS for FEBRUARY 2024** of the Local Government Unit of Naval.

Please see attached documents.

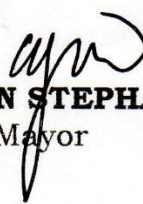
Thank you and God Bless!

Very truly yours,


JANE V. ROBLE

Administrative Officer II (HRMO I)

Approved:


GRETCHEN STEPHANIE M. ESPINA
Municipal Mayor

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: February 22, 2024

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	Youth Development Officer III	MO - YDO3 - 23	18	39,716	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Senior Cooperatives Development Specialist	MO - SRCDS - 23	18	39,716	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Office of the Municipal Mayor
3	Community Affairs Officer III	MO - CAO3 - 23	18	39,716	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Office of the Municipal Mayor
4	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
5	Administrative Assistant I (Bookbinder III)	MTOE - ADAS1 (BB3) - 23	7	15,827	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Municipal Treasurer (Local 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 **March 10, 2024**.

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. Certificate of Employment or Service Records (if applicable)
6. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.