

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF NAVAL
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 Local Government Unit of Naval in the CSC website.

JANE V. ROBLE

Administrative Officer II (HRMO - I)

Date:

July 05, 2021

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 Legislative Staff Officer II	SB-LLSO2-19	13	22,741.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Sangguniang Bayan/Municipal Vice Mayor
2	Local DRRM Assistant	MA-LDRRMA-2	8	14,879.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Administrator
3	Draftsman I	MPDO - DFM1	6	13,195.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 10, S. 2013 - Cat II)	N/A	Office of the Municipal Planning & Development Coordinator
4	Administrative Aide IV (Bookbinder II)	SB-ADA4 (BB2)	4	11,736.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Sangguniang Bayan/Municipal Vice Mayor
5	Local Legislative Staff Employee I	SB-LLESE1-2-19	2	10,435.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Sangguniang Bayan/Municipal Vice Mayor
6	Administrative Aide I (Utility Worker I)	MTOE - ADA1 (UTW1) - 1	1	9,818.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)	N/A	Office of the Municipal Treasurer (Economic Enterprise)

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 July 20, 2021.

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.

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

GERARD ROGER M. ESPINA

Municipal Mayor

Municipal Bldg., P. Inocentes St., P.I Garcia, Naval, Biliran
hrmo_lgunaval@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.