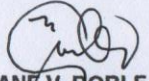


Republic of the Philippines  
**MGO NAVAL (CAPITAL), BILIRAN**  
Request for Publication of Vacant Positions

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: October 21, 2022

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 Social Welfare & Development Officer	MSWDO - MSWDOff	24	75,148	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	RA - 1080 (Social Worker)	None	Office of the Municipal Social Welfare and Development
2	Local DRRM Assistant	MA-LDRRMA-2	8	16,148	Completion of 2 years in College	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Administrator
3	Administrative Aide I (Utility Worker I)	MCR-ADA1(UTW1)-2	1	10,639	Elementary School Graduate	None Required	None Required	None Required	N/A	Office of the Local Civil Registrar
4										
5										
6										
7										
8										

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 November 7, 2022.

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.**