

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 28, 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 Assistant III	SB - LLSA3	10	18,024	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan/Municipal Vice Mayor

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 12, 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:

JANE V. ROBLE

Administrative Officer II (HRMO I)

P. Inocentes St., P.I Garcia, Naval, Biliran

hrmo_lgunaval@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.