



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



April 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

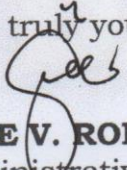
Dear Madam,

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

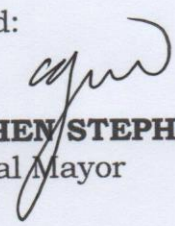
Please see attached documents.

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: April 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	MGDH - I (Municipal Accountant)	MACCO - Macc	24	76,566	Bachelor's Degree in Commerce/Business Administration major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080 (Certified Public Accountant)	N/A	Office of the Municipal Accountant
2										
3										
4										
5										

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 **May 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](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. 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@gunaval@yahoo.com.ph](mailto:hrmo@gunaval@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**