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Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF BONTOC  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government Unit of Bontoc in the CSC website:

  
MATIAS MERVYN C. RUALES  
(Head of Agency)

Date: August 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICER II (MDRRMO II)	17	15	21,758.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Mayor
2	MUN. GOVT. DEPT. HEAD I (MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR I)	33	24	54,974.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	RA1080 (Environmental Planner)	N/A	Municipal Planning and Development Office

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3	MUN. GOVT. DEPT. HEAD I (MUNICIPAL BUDGET OFFICER I)	37	24	54,974.00	Masteral Degree; and Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None required	3 years experience in government budgeting or in any related field	Career Service (Professional)/ Second Level Eligibility	N/A	Municipal Budget Office
4	ADMINISTRATIVE ASST. III (SENIOR BOOKKEEPER)	42	9	13,105.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	N/A	Municipal Accounting Office
5	ADMINISTRATIVE AIDE V (REV. COLL. CLERK I)	52, 54, 55	05	10,111.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	N/A	Municipal Treasury Office
6	ADMINISTRATIVE ASSISTANT III (ASSESSMENT CLERK III)	57	9	13,105.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	N/A	Assessor's Office
7	ADMINISTRATIVE AIDE (ASSESSMENT CLERK I)	59	4	9,506.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	N/A	Assessor's Office

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8	AGRICULTURAL TECHNOLOGIST	80, 81	10	14,039.00	Bachelor's Degree in Agriculture (General Course) or Bachelor of Science in Agriculture with relevant field of specialization	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer)	N/A	Municipal Agricultural Services Office
9	INTERNAL AUDITOR I	92	11	15,134.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the 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 \_\_\_\_\_.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating in the present position for one (1) year (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:

**MATIAS MERVYN C. RUALES**  
Municipal Mayor  
LGU Bontoc, Poblacion, Bontoc, So. Leyte  
mmcr2013@yahoo.com  
joeddietibon@gmail.com

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