

**Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BONTOC
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 Bontoc in the CSC website:


JOEDDIE MAE T. CUATON
Administrative Officer IV (HRMO II)

Date: October 5, 2018

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 GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ACCOUNTANT I)	40	24	54,974.00	Bachelor's Degree in Commerce/Busin ess Administration Major in Accounting/ Bachelor of Science in Accountancy	None	3 years experience in the treasury or accounting office	RA 1080 (Certified Public Accountant	N/A	Municipal Accounting Office

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 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:

JOEDDIE MAE T. CUATON
Admin. Officer IV (HRMO II)
LGU Bontoc, Poblacion, Bontoc, So. Leyte
joeddietibon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.