


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

T0: 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:


RUBY GRACE R. NIDOY
 Administrative Officer II (HRMO I)
 Date: November 6, 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	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	42	09	13,105.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	First Level Eligibility/ Subprofessional	N/A	Municipal Accounting Office
2	MUNICIPAL ASSESSOR I	56	24	54,974.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Appraiser)	N/A	Municipal Assessor's Office
3	ADMINISTRATIVE AIDE III (DRIVER I)	87	3	8,936.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	N/A	Municipal Engineering 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:

RUBY GRACE R. NIDOY
 Admn. Officer II (HRMO I)
 LGU Bontoc, Poblacion, Bontoc, So. Leyte
rbygraceruales@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.