

Republic of the Philippines
MGO BONTOC, SOUTHERN LEYTE
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 BONTOC, SOUTHERN LEYTE in the CSC website:

Ruby O. Chua
RUBY O. CHUA
HRMO
Date: February 06, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	
					Education	Training	Experience	Eligibility			
1	ADMINISTRATIVE AIDE III (Clerk I)	90	3	11009	Completion of two years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Engineer

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 February 22, 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; Application letter should state the Position Title and Plantilla number you are applying for;
2. Performance rating in the last rating period (if applicable);
3. Photocopy or certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at level of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

RUBY O. CHUA
HRMO
LGU Bontoc, Poblacion, Bontoc, So. Leyte
hrmobontoc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.