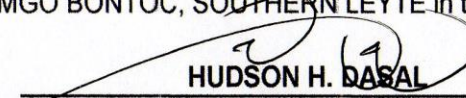


Republic of the Philippines  
**MGO BONTOC, SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

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:

  
**HUDSON H. DASAL**  
HRMA

Date: October 13, 2022

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 Officer IV (Human Resource Management Officer II)	3	SG 15	26,323.00	Bachelor's Degree	4 hours relevant training	One (1) year of relevant experience	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
2	Administrative Officer III (Supply Officer II)	5	SG 14	24,241.00	Bachelor's Degree	4 hours relevant training	One (1) year of relevant experience	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
3	Internal Auditor I	104	SG 11	19,079.00	Bachelor's Degree of relevant to job	None required	None required	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
4	Administrative Aide IV (Clerk II)	6	SG 04	11,245.00	Completion of two years studies in College	None required	None required	CS Sub Professional First level eligibility	None	Mayor's Office
5	Administrative Assistant II (Senior Bookkeeper)	42	SG 09	14,249.00	Completion of two years studies in College	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Accountant Office
6	Planning Assistant	35	SG 08	14,249.00	Completion of two years studies in College	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Planning and Development Office

7	Administrative Assistant II (Budget Assistant)	39	SG 08	14,249.00	Completion of two years studies in College	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Budget Office
8	Municipal Agriculturist I	79	SG 24	66,308.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering Fisheries Technology and Veterinary Medicine	None required	3 years acquired experience in Agriculture or any related field	Relevant R.A. 1080 (Agriculturist)	None	Municipal Agriculture and General Services Office
9	Municipal Government Department Head I (Municipal Planning Development Coordinator I)	33	SG 24	66,308.00	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	RA 1080 (Environmental Planner)	None	Municipal Planning and Development 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 October 28, 2022.

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. 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:

**HUDSON H. DASAL**

HRMA

LGU Bontoc, Poblacion, Bontoc, So. Leyte

[hrmolgubontocoffice@gmail.com](mailto:hrmolgubontocoffice@gmail.com)

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