

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: December 16, 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	Nurse II	106	16	38,150.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Nurse)	N/A	Municipal Health Office
2	Nurse II	107	16	38,150.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Nurse)	N/A	Municipal Health Office
3	Administrative Aide VI (Mechanic II)	109	6	12,658.00	High School Graduate or Completion of relevant Vocational Trade Course	None required	None required	Mechanic II (Automotive Servicing) (SC MC 10,s 2013 - Category II)	N/A	Municipal Engineering Office
4	Legislative Staff Officer I	108	11	19,079.00	Bachelor's Degree	None required	None required	Career Service Professional	N/A	Sangguniang Bayan 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 January 3, 2023.

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.
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.