

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 19, 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	MUN. GOVT. DEPT. HEAD I (Municipal Engineer I)	85	24	66,308.00	Bachelor's Degree in Civil Engineering	None required	3 years experience in the practice of engineering	R.A. 1080 (Engineer)	N/A	Municipal Engineering Office
2	MUN. GOVT. DEPT. HEAD I (Assistant Municipal Treasurer)	110	22	52,472.00	Bachelor's Degree Preferably in Commerce Public Administration or Law	None required	3 years experience in Treasury or Accounting Service	First Grade or its equivalent and BCLTE	N/A	Municipal Treasurer's 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 5, 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](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.**