

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: May 16, 2023

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 Accountant I)	40	24	67559	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	3 years experience in the treasury or accounting service	RA 1080 (CPA)	N/A	Office of the Municipal Accountant
2	SOCIAL WELFARE OFFICER II	93	15	27464	Bachelor's Degree in In Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	N/A	Municipal Social Welfare and Development Office
3	ADMINISTRATIVE ASSISTANT VI (Computer Operator III)	112	12	21874	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant of experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat. I) First Level Eligibility	N/A	Office of the Mayor
4	ADMINISTRATIVE AIDE I (Laborer I)	115	1	9750	Must be able to read and write	None required	None required	None required	N/A	Office of the Sangguniang Bayan
5	LOCAL LEGISLATIVE STAFF OFFICER I	116	11	20250	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Sangguniang Bayan
6	MUN. GOVT. DEPT. HEAD I (Local Disaster Risk Reduction and Management Officer)	113	24	67559	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position/s involving management and supervision, 1 year of which is relevant to the DRRM	Career Service (Professional) Second Level Eligibility	N/A	Municipal Disaster Risk Reduction and Management 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 June 01, 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; 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 of 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

hrmoglobontocoffice@gmail.com

hrmobontoc@gmail.com (new email ad)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.