

**Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BONTOC
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 Local Government Unit of Bontoc in the CSC website:


RUBY GRACE R. NIDOY

Administrative Officer II (HRMO I)

Date: January 9, 2019

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	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICER II	17	15	21,758.00	Bachelor's Degree	4 hours of relevant training on Disaster Risk Reduction Management	1 year relevant experience on Disaster Risk Reduction Management	Second Level Eligibility/Career Service Professional	N/A	Office of the Mayor
2	MUN. GOVT. DEPT. HEAD I (MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR I)	33	24	54,974.00	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	RA1080 (Environmental Planner)	N/A	Municipal Planning and Development Office

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3	ENVIRONMENTAL MANAGEMENT SPECIALIST I	34	11	15,134.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility	N/A	Municipal Planning & Development Office
4	ADMINISTRATIVE AIDE V (REV. COLL. CLERK I)	52	05	10,111.00	Completion of 2 years studies in college	None required	None required	First Level Eligibility	N/A	Office of the Municipal Treasurer
5	MIDWIFE II	65, 68	11	20,179.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Midwife)	N/A	Office of Health Services/Rural Health Unit
6	ADMINISTRATIVE ASSISTANT II (SOCIAL WELFARE ASSISTANT)	77	08	12,212.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	First Level Eligibility	N/A	Municipal Social Welfare & Development Office
7	INTERNAL AUDITOR I	92	11	15,134.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Mayor

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 _____.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RUBY GRACE R. NIDOY

Admin. Officer II (HRMO I)

LGU Bontoc, Poblacion, Bontoc, So. Leyte

rubygraceruales@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.