


Republic of the Philippines  
LGU BOBON  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU BOBON in the CSC website:

  
CLARA C. GREMIO  
(Head of Agency)

Date: February 20, 2020

No.	Position Title	Plantilla Item No.	Salary Grade/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (Assistant Municipal Treasurer)	24	22/1	44,038.00	College degree preferably in commerce, public administration, or law	None required	3 years in the treasury or accounting service	First grade civil service eligible or its equivalent		OFFICE OF THE MUNICIPAL TREASURER

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 **March 9, 2020**.

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 present position for one (1) year (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:

CLARA C. GREMIO  
Municipal Mayor  
Brgy. General Lucban, Bobon Northern Samar  
[LGUBOBON2019@yahoo.com](mailto:LGUBOBON2019@yahoo.com)

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