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the CSC FO must be in MS Excel  
format

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:

  
**HUDSON H. BASAL**  
Human Resource Management Assistant


Date: June 5, 2020

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 GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL CIVIL REGISTRAR I)	74	24	62,555.00	Bachelor's Degree	None	3 years experience in civil registry work	First grade or its equivalent	N/A	Office of the Municipal Civil Registrar

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:



**HUDSON H. DASAL**

Human Resource Management Assistant

LGU Bontoc, Poblacion, Bontoc, So. Leyte

[learnardb1@gmail.com](mailto:learnardb1@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.