

**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: July 4, 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	22,898.00	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	62,555.00	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	15,566.00	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility	N/A	Municipal Planning & Development Office
4	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	39	8	12,569.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	Office of the Municipal Budget Officer
5	INTERNAL AUDITOR I	92	11	15,566.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Mayor
6	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ACCOUNTANT I)	40	24	62,555.00	Bachelor's Degree in Commerce/ Business Administration Major in Accounting/ Bachelor of Science in Accountancy	None	3 years experience in the treasury or accounting office	RA 1080 (Certified Public Accountant)	N/A	Municipal Accounting Office
7	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	42	09	13,481.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	First Level Eligibility/ Subprofessional	N/A	Municipal Accounting Office

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8	MIDWIFE I	71, 72	09	17,975.00	Completion of Midwifery Course	None required	None required	RA 1080 (Registered Midwife)	N/A	Office of Health Services/Rural Health Unit
9	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ENGINEER I)	85	24	62,555.00	Bachelor's Degree in Civil Engineering	None	3 years experience in the practise of Engineering	RA 1080 (Certified Civil Engineer)	N/A	Municipal Engineering 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

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:

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.