

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: August 1, 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 applicable) (if	
1	ADMINISTRATIVE ASST. II (Social Welfare Assistant)	77	8	12,569.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	First Level Eligibility/Career Service Subprofessional	N/A	Municipal Social Welfare & Development Office (MSWDO)

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:

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.