

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. DASAL
Human Resource Management Assistant

Date: September 7, 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	LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER II (LDRRMO II)	17	15	24,040.00	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 Municipal Mayor
2	ADMINISTRATIVE AIDE III (Clerk I)	90	3	9,764.00	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Office of the Municipal Engineer

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 September 10, 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.doe.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:


HUDSON H. DASAL

Human Resource Management Assistant

LGU Bontoc, Poblacion, Bontoc, So. Leyte

leannardb1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.