

Electronic copy to be submitted to 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
HRMA I


Date: 11/18/2020

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	MEDTECH II	101	15	32,053.00	Bachelor's Degree in Medical Technology on Bachelor of Science in Public Health	4 hours of relevant training	1 year relevant experience	R.A. 1080	N/A	Office of Health Services/Rural Health Unit
4	Registration Officer II	102	14	21,958.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Registrar Office
3	Meat Inspector I	94	6	11,643.00	Completion of two years in Colloge	None required	None required	Career Service (Sub Professional) First Level Eligibility	N/A	Office of the Mayor
2	Administrative Aide V (Revenue Collection Clerk I)	53	5	10,981.00	Completion of two years in Colloge	None required	None required	Career Service (Sub Professional) First Level Eligibility	N/A	Office of the Municipal Treasurer
5	Administrative Aide 1 (Laborer I)	95,96,97	1	8,663.00	Must be able to read and write	None required	None required	None required	N/A	Office of the Mayor

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

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;
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

HRMA

LGU Bontoc, Poblacion, Bontoc, So. Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.