

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

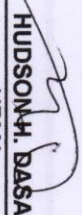
Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education Must be able to read and write	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide 1 (Laborer I)	98,99,100	1	8,663.00	None required	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 than later January 25, 2021.

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](http://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. BASAL  
HRMA  
LGU Bontoc, Poblacion, Bontoc, So. Leyte  
[hrmofgubontocoffice@gmail.com](mailto:hrmofgubontocoffice@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.