

Republic of the Philippines
MGO BONTOC, SOUTHERN LEYTE
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 MGO BONTOC, SOUTHERN LEYTE in the CSC website:

Ruby O. Chua
RUBY O. CHUA
HRMO

Date: January 19, 2023

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	ADMINISTRATIVE AIDE IV (Clerk II)	47	4	11245	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
2	ADMINISTRATIVE AIDE V (Rev. Coll. Clerk I)	55	5	11932	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
3	ADMINISTRATIVE AIDE IV (Assessment Clerk I)	59	4	11245	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Assessor
4	ADMINISTRATIVE AIDE IV (Assessment Clerk I)	60	4	11245	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Assessor
5	AGRICULTURAL TECHNICIAN II	83	8	14249	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Agricultural Services Office

6	ADMINISTRATIVE AIDE I (Laborer I)	84	1	9388	Must be able to read and write	None required	None required	None required	N/A	Municipal Agricultural Services Office
7	ADMINISTRATIVE AIDE III (Clerk I)	90	3	10594	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Engineer
8	ADMINISTRATIVE AIDE III (Laborer II)	91	3	10594	Must be able to read and write	None required	None required	None required	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 February 5, 2023.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at level of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity political affiliation to include members of the indigenous communities and those with diverse sexual orientation gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RUBY O. CHUA
HRMO
LGU Bontoc, Poblacion, Bontoc, So. Leyte
hrmolgubontocoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.