

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

HRMO

Date: February 02, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (Assistant Municipal Treasurer)	110	22	53633	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	3 years experience in Treasury or Accounting Service	First Grade or its equivalent	N/A	Office of the Municipal Treasurer
2	Internal Auditor I	104	11	20250	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	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 February 18, 2024.

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; Application letter should state the Position Title and Plantilla number you are applying for;
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.

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

hrmobontoc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.