

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:

  
HUDSON N. BASAL  
HRMA

Date: July 12, 2022

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	Human Resource Management Officer II	3	SG 15	26,323.00	Bachelor's Degree	4 hours relevant training	One (1) year of relevant experience	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
2	Supply Officer II	5	SG 14	24,241.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year of relevant experience	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
3	Internal Auditor	104	SG 11	19,079.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (CS) Professional / Second Level Eligibility	None	Mayor's Office
4	Administrative Aide IV	6	SG 04	11,245.00	Completion of two years studies in college	None required	None required	CS Sub Professional First level eligibility	None	Mayor's Office

5	Mun. Govt. Dept. Head I (Municipal Accountant I)	40	SG 24	66,308.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	3 years experience in the treasury or accounting service	R.A. 1080 (Certified Public Accountant)	None	Municipal Accountant Office
6	Accountant II	41	SG 16	28,613.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	R.A. 1080 (Certified Public Accountant)	None	Municipal Accountant Office
7	Senior Bookkeeper	42	SG 8	14,249.00	Completion of two years studies in college	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Accountant Office
8	Environmental Management Specialist I	34	SG II	19,079.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (CS) Professional / Second Level Eligibility	None	Municipal Planning and Development Office
9	Planning Assistant	35	SG 08	14,249.00	Completion of two years studies in college	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Planning and Development Office
10	Budgeting Assistant	39	SG 08	14,249.00	Completion of two years studies in college	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Budget Office
11	Revenue Collection Clerk III	49	SG 09	15,302.00	Completion of two years studies in college	4 hours relevant training	One (1) year of relevant experience	CS Sub Professional First level eligibility	None	Municipal Treasurer's Office
12	Revenue Collection Clerk I	54	SG 05	11,932.00	Completion of two years studies in college	None required	None required	CS Sub Professional First level eligibility	None	Municipal Treasurer's Office

13	Municipal Agriculturist	79	SG 24	66,308.00	Bachelor's Degree in Agriculture or any related course	None required	3 years acquired experience in Agriculture or any related field	R.A. 1080 (Agriculturist)	None	Municipal Agriculture and General Services Office
14	Social Welfare Officer II	93	SG 15	26,323.00	Bachelor's Degree in Social Work	4 hours relevant training	One (1) year of relevant experience	R.A. 1080 (Social Work)	None	Municipal Social Welfare and Development Office

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 August 5, 2022.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels 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:

HUDSON H. BASAL  
 HRMA  
 LGU Bontoc, Poblacion, Bontoc So. Leyte  
[hrrmojgubontocoffice@gmail.com](mailto:hrrmojgubontocoffice@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**