

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: December 28, 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 III (Driver I)	32	3	11009	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. 11)	N/A	Office of the Sangguniang Bayan
2	MUN. GOVT. DEPT. HEAD I (Municipal Social Welfare and Development Office I)	76	24	67559	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	RA 1080 (Social Worker)	N/A	Municipal Social Welfare and Development Office
3	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	12	7	13965	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat. I) First Level Eligibility	N/A	Office of the Mayor
4	ADMINISTRATIVE AIDE IV (Clerk II)	48	4	11690	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
5	Revenue Collection Clerk III	49	9	15908	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
6	Agricultural Technician II	83	8	14808	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Agricultural Services 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 January 14, 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](http://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  
hmobontoc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.