

Republic of the Philippines  
**MGO BONTOC, SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC HQ  
must be in A4S Excel format.

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the MGO BONTOC, SOUTHERN LEYTE in the CSC website:

*Ruby O. Chua*  
**RUBY O. CHUA**  
**HRMO**  
Date: May 4, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla as Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility (Subprofessions) First Level Eligibility		Competency (if applicable)
1	Revenue Collection Clerk I	54	5	12407	Completion of two years studies in college	None required	None required	Career Service (Subprofessions) First Level Eligibility	N/A	Office of the Municipal Treasurer

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 May 21, 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](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/mail their application to:

**RUBY O. CHUA**  
HRMO  
LCSU Bontoc Poblacion Bontoc, So. Leyte  
[rmogubontocconf@jmail.com](mailto:rmogubontocconf@jmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

