

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF UBAY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

RECEIVED
DATE: JUL 19 2019
TIME: 4:48 pm
JOY A. AJOC
HRMO III

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LOCAL GOVERNMENT UNIT OF UBAY in the CSC website:

Date: 19-Jul-19

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	Municipal Health Officer I	115	24	87,557	Doctor of Medicine	None Required	3 years experience as medical practitioner/3 years acquired experience in practice of his profession	RA 1080 / Licensed Medical Practitioner		Municipal Health Office, LGU-Ubay, Bohol
2	MGDH I (Municipal Assessor I)	75	24	75,065	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None Required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Municipal Assessor's Office, LGU-Ubay, Bohol
3	Information Systems Analyst II	Newly Created	16	30,226	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Mayor's Office, LGU-Ubay, Bohol
4	Administrative Aide III (Driver I)	22	3	11,219	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96-Cat. II)		Mayor's Office, LGU-Ubay, Bohol
5	Administrative Aide III (Utility Worker II)	13	3	11,219	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96-Cat. III)		Mayor's Office, LGU-Ubay, Bohol

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 9, 2019.

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. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.

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

JOY A. AJOC
HRMO III
Municipal Hall, Poblacion, Ubay, Bohol