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

NOV 19 2024
S. I. Lina
LIEZL B. DEL ROSARIO
Sr HRS

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:

[Signature]
JOYA. AJOC
MGDI (HRMO)

Date: 18-Nov-24

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	Day Care Worker I	82	6	16430	High School Graduate	None Required	None Required	None Required (MC11,s.96-Cat III)		Municipal Social Welfare and Development Office, LGU-Ubay, Bohol
2	Revenue Collection Clerk I	67	5	15485	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility		Municipal Treasurer's Office, LGU-Ubay, Bohol
3	Revenue Collection Clerk I	68	5	15485	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility		Municipal Treasurer's Office, LGU-Ubay, Bohol
4	Revenue Collection Clerk I	69	5	15485	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility		Municipal Treasurer's Office, LGU-Ubay, Bohol

5	Local Disaster Risk Reduction Management Assistant	36	8	18481	Completion of two years studies in college	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Sub professional) First Level Eligibility		Municipal Mayor's Office, LGU-Ubay, Bohol
6	Revenue Collection Clerk III	66	9	19997	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility		Municipal Treasurer's Office, LGU-Ubay, Bohol
7	Tourism Operations Officer I	38	11	25661	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office, LGU-Ubay, Bohol
8	Local Disaster Risk Reduction Management Officer I	35	11	25661	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office, LGU-Ubay, Bohol
9	Administrative Officer II (Management and Analyst I)	72	11	25661	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office, LGU-Ubay, Bohol
10	Administrative Officer II (Cashier II)	62	14	31891	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office, LGU-Ubay, Bohol

11	Social Welfare Officer I	106	11	25661	Bachelor's degree in social work	None Required	None Required	RA 1080 (Social Worker)	Municipal Social Welfare and Development Office, LGU-Ubay, Bohol
12	Dentist II	147	17	40624	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Municipal Health 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 December 3, 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;
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.

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply.

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

JOY A. AJOC

MG:DH I (HRMO)

Municipal Hall, Poblacion, Ubay, Bohol

joya_bohol358@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.