

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

To: CIVIL SERVICE COMMISSION (CSC)

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

**JOY A. AJOC**  
MGDH I (HRMO)  
Date: 20-Aug-25

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Municipal Government Department Head I (Municipal Internal Audit Service Officer)	MIASO-2025-1	24	98185	Bachelor's Degree	24 hours of training in management and supervision	3 years relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Internal Audit Service Office, LGU-Ubay, Bohol

2	Municipal Government Department Head I (Municipal Agriculturist)	108	24	98185	Bachelors Degree in Agriculture or other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 years Acquired Experience in Agriculture or in a Related Field	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian, and others depending on the functions, duties and responsibilities as indicated in the Position Description Form)	Must be a resident in the Municipality of Ubay, Bohol	Municipal Agriculture's Office, LGU-Ubay, Bohol
3	Day Care Worker I	82	6	18957	High School Graduate	None Required	None Required	None Required (MC11,s.96-Cat III)		Municipal Social Welfare and Development Office, LGU-Ubay, Bohol
4	Tourism Operations Officer II	38	11	30024	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
5	Local Disaster Risk Reduction Management Officer I	35	11	30024	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office, LGU-Ubay, Bohol
6	Administrative Officer III ( Cashier II)	62	14	37024	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

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the

following documents to the application letter and send these to the address below not later than

September 17, 2025.

- 1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
- 2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
- 3. Hard copy or electronic copy of proof of eligibility/rating/license; and
- 4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.  
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

Violeta D. Reyes / Joy A. Ajoc  
Municipal Mayor / MGDH I (HRMO)  
Municipal Hall, Poblacion, Ubay, Bohol  
09171002472 / joya\_bohol358@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.