CS Form No. 9
Revised 2025

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Republic of the Philippines
Municipality of Trinidad, Bohol
Request for Publication of Vacant Positions

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 **Municipal Government of Trinidad, Bohol**:

QUIRINO T. NUGAL, JR., PhD, DPA
MGDH-I (Human Resource Management Officer)

Date: **15-Jan-26**

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	Tourism Operations Officer I	LGU-TRI-OMMA-0017	11	27022	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	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:**Tourism Planning and Development skill **- (2-Intermediate)**, Tourism Promotion and Marketing skill **- (2-Intermediate)**, Event Planning and Management skill **- (2-Intermediate)**, **Tourism Promotion and Marketing** skill **- (2-Intermediate)**, Customer Service and Frontline Skills **- (2-Intermediate)**, ICT Proficiency **- (2-Intermediate)**, Knowledge of Local Culture and Heritage **- (2-Intermediate)**	Office of the Municipal Mayor, Local Government Unit of Trinidad, Bohol

2	Youth Development Officer I	LGU-TRI-OMMA-0018	10	23027	Bachelor's degree	None required	None Required	Career Service (Professional) Second Level Eligibility	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:**Youth Program Planning and Development skill **- (2-Intermediate)**, Community Organizing and Engagement skill **- (2-Intermediate)**, Training and Capacity Building skill **- (2-Intermediate)**, Financial and Resource Management skill **- (2-Intermediate)**, Event Planning and Management Skills **- (2-Intermediate)**, ICT Proficiency **- (2-Intermediate)**,Advocacy and Communication skill **- (2-Intermediate)**	Office of the Municipal Mayor, Local Government Unit of Trinidad, Bohol
3	Meter Reader I	LGU-TRI-OMMA-0020	4	14588	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None required (MC 11, s. 96-Cat. III)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic);** **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Cleaning and organizing skill **- (1-Basic**, Computer Literacy **- (1-Basic),** Filing and Organization skills **- (1-Basic)**	Office of the Municipal Mayor, Local Government Unit of Trinidad, Bohol
4	Legal Assistant I	LGU-TRI-OMVM-0004	10	23027	Bachelor's degree	None required	None Required	Career Service (Professional) Second Level Eligibility	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Legal Research and Analysis skill **- (2-Intermediate)**, Records and Case File Management skill **- (2-Intermediate)**, Knowledge of Laws and Legal Procedures skill **- (2-Intermediate)**, Legal Writing and Communication skill **- (2-Intermediate)**,Records Confidentiality and Ethics Skills **- (2-Intermediate)**, ICT Proficiency **- (2-Intermediate)**,Customer Service and Complaint Resolution skill **- (2-Intermediate)**	Office of the Municipal Vice Mayor, Local Government Unit of Trinidad, Bohol

5	Administrative Aide IV (Driver II)	LGU-TRI-OMVM-0005	4	15150	Elementary School graduate)	None required	None required	Driver License (MC 11, s. 96-Cat. II)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic);** **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Analytical skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Coordination **- (2-Intermediate)**, Driving skill **- (2-Intermediate)**, Reading and comprehension skills **- (2-Intermediate)**	Office of the Municipal Vice Mayor, Local Government Unit of Trinidad, Bohol
6	Environmental Management Specialist I	LGU-TRI-OMPD-0003	11	27022	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Environmental Laws and Regulations Knowledge Skill **- (2-Intermediate)**, Environmental Impact Assessment skill **- (2-Intermediate)**, Sustainable Environmental Management skill **- (2-Intermediate)**, Pollution Control and Waste Management skill **- (2-Intermediate),** Natural Resource Management skill **- (2-Intermediate),** Environmental Monitoring and Assessment skill **- (2-Intermediate),** Environmental Risk Assessment and Management skill **- (2-Intermediate)**, Stakeholder Engagement and Communication skill **- (2-Intermediate), Stakeholder** Environmental Policy Development skill **- (2-Intermediate)**	Office of the Municipal Planning and Development Coordinator, Local Government Unit of Trinidad, Bohol

7	Administrative Assistant II (Labor General Foreman)	LGU-TRI-OMPD-0004	8	19303	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat. III)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic);** **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Analytical skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Coordination **- (2-Intermediate)**, Laborer Monitoring and supervision skills **- (2-Intermediate)**, Filing and Organization skills **- (2-Intermediate)**	Office of the Municipal Planning and Development Coordinator, Local Government Unit of Trinidad, Bohol
8	Engineer I	LGU-TRI-OMEN-0004	12	27635	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Civil Engineer)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic);** **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Analytical skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Coordination **- (2-Intermediate)**, Construction and maintenance skill **- (2-Intermediate)**, Surveying skill **- (2-Intermediate) ,** Program of works and detailed engineering designs preparation skills **- (2-Intermediate)**, Project Monitoring and supervision skills **- (2-Intermediate)**	Office of the Municipal Engineer, Local Government Unit of Trinidad, Bohol

9	Municipal Government Department Head I (Municipal Civil Registrar)	LGU-TRI-OMCR-0001	24	88367	Bachelor's Degree	None required	3 years experience in civil registry work	First grade or its equivalent	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Civil Registration Laws and Procedures skill **- (2-Intermediate)**, Records Management and Archiving skill **- (2-Intermediate)**, Vital Events Registration and Processing skill **- (2-Intermediate)**, Correction and Annotation Procedures skill **- (2-Intermediate),** Computer Literacy skill **- (2-Intermediate)**,Public Assistance and Frontline Services skill **- (2-Intermediate)**, Report Preparation and Submission skill **- (2-Intermediate)**, Digital Civil Registration Systems skill**- (2-Intermediate)**, Legal and Ethical Compliance skill **- (2-Intermediate)**, Coordination and Interagency Linkages skill **- (2-Intermediate)**, Policy Implementation and Supervision skill**- (2-Intermediate)**	Office of the Municipal Civil Registrar, Local Government Unit of Trinidad, Bohol
10	Administrative Assistant II (Labor General Foreman)	LGU-TRI-OMCR-0002	8	19303	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat. III)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic);** **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Analytical skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Coordination **- (2-Intermediate)**, Laborer Monitoring and supervision skills **- (2-Intermediate)**, Project Monitoring and supervision skills **- (2-Intermediate)**	Office of the Municipal Civil Registrar, Local Government Unit of Trinidad, Bohol

11	Sanitation Inspector III	LGU-TRI-OMHO-0004	11	30024	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional / First Level Eligibility	**CORE:** Exemplifing integrity, Delivering Service Excellence; **ORGANIZATIONAL:** Demonstrating Personal effectiveness - **(1-Basic)**, Speaking Effectively - **(1-Basic)**, Customer centricity - **(1-Basic)**, Integrity - **(1-Basic); TECHNICAL**: Environmental Health and Sanitation Inspection Skill - **(2-Intermediate)**, Knowledge of Sanitation Laws and Regulations - **(2-Intermediate)**, Food Safety and Hygiene Standards skill - **(2-Intermediate)**, Water Quality and Waste Management Assessment skill - **(2-Intermediate)**, Computer Literacy skill - **(2-Intermediate)**, Inspection Reporting and Documentation skill - **(2-Intermediate)**	Office of the Municipal Health Officer, LGU-Trinidad, Bohol
12	Medical Technologist I	LGU-TRI-OMHO-0005	11	30024	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Laboratory Skill **- (2-Intermediate)**, Analytical skill **- (2-Intermediate)**, Technical Proficiency skill **- (2-Intermediate)**, Quality Assurance skill **- (2-Intermediate),** Computer Literacy skill **- (2-Intermediate),** Safety Compliance skill - **(2-Intermediate)**	Office of the Municipal Health Officer, Local Government Unit of Trinidad, Bohol
13	Midwife II	LGU-TRI-OMHO-0006B	11	30024	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Obstetrics skill **- (2-Intermediate)**, Neonatology **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Midwifery skill **- (2-Intermediate)**, Prenatal and post natal skills **- (2-Intermediate)**	Office of the Municipal Health Officer, Local Government Unit of Trinidad, Bohol

14	Administrative Assistant III (Electrician Foreman)	LGU-TRI-OGSO-0002	9	20903	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Electrical Systems Installation and Maintenance skill **- (2-Intermediate)**, Knowledge of Electrical Codes and Safety Standards skill **- (2-Intermediate)**, Preventive Maintenance Planning skill **- (2-Intermediate),** Electrical Troubleshooting skill **- (2-Intermediate),** Use of Electrical Tools and Equipment skill **- (2-Intermediate)**	Office of the Municipal General Services Officer, Local Government Unit of Trinidad, Bohol
15	Registrar I	LGU-TRI-TMCO-0003	11	27022	Bachelor's degree	None required	None Required	Career Service Professional/ Second Level Eligibility	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Records Management skill **- (2-Intermediate)**, Leadership and Supervision skills **- (2-Intermediate)**, Technical Writing skill **- (2-Intermediate)**, Speaking and Presentation skills **- (2-Intermediate),** Computer Literacy skill **- (2-Intermediate),** Monitoring and Supwervision Skills **- (2-Intermediate)**, Interpersonal Skills **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol

16	Administrative Officer I (Cashier I)	LGU-TRI-TMCO-0004	10	23027	Bachelor's degree	None required	None Required	Career Service Professional/ Second Level Eligibility	**CORE:** Exemplifing Integrity **- (2-Intermediate)**, Delivering Service Excellence **- (2-Intermediate)**, Planning and Organizing **- (2-Intermediate)**, Innovation and Creativity **- (2-Intermediate)**, Building Commitment **- (2-Intermediate)**, Effective Communication **- (2-Intermediate)** ; **LEADERSHIP:** Change Management **- (2-Intermediate)**, Strategic Perspective **- (2-Intermediate)**, Managing Performance **- (2-Intermediate)**, Strategic thinking **- (2-Intermediate)**, Teamwork **- (2-Intermediate)**; **ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (2-Intermediate)**, Speaking Effectively **- (2-Intermediate)**, Customer centricity **- (2-Intermediate)**, Integrity **- (2-Intermediate)**; **TECHNICAL:** Records Management skill **- (2-Intermediate)**, Mathematical skills **- (2-Intermediate)**, Speaking and Presentation skills **- (2-Intermediate),** Computer Literacy skill **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol
17	College Librarian III	LGU-TRI-TMCO-0005	18	46174	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	8 hours of relevant training	2 years of relevant experience	RA 1080	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); LEADERSHIP:** Change Management **- (2-Intermediate),** Strategic Perspective **- (2-Intermediate),** Managing Performance **- (2-Intermediate),** Strategic thinking **- (2-Intermediate),** Teamwork **- (2-Intermediate); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Library and Information Management skill - **(2-Intermediate)**,Cataloging and Classification skill - **(2-Intermediate)**,Organization and filing skill - **(2-Intermediate)**, Analytical techniques skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Technical writing skill **- (2-Intermediate),** Database build-up skill **- (2-Intermediate),** Records Management and Archiving skill - **(2-Intermediate),** Library Statistics, Reporting, and Assessment skill - **(2-Intermediate)**, Preservation and Conservation skill - **(2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol

18	Librarian I	LGU-TRI-TMCO-0007	11	27022	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); LEADERSHIP:** Change Management **- (2-Intermediate),** Strategic Perspective **- (2-Intermediate),** Managing Performance **- (2-Intermediate),** Strategic thinking **- (2-Intermediate),** Teamwork **- (2-Intermediate); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Library and Information Management skill **- (2-Intermediate)**,Cataloging and Classification skill **- (2-Intermediate)**,Organization and filing skill - **(2-Intermediate)**, Analytical techniques skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Technical writing skill **- (2-Intermediate),** Database build-up skill **- (2-Intermediate),** Records Management and Archiving skill - **(2-Intermediate),** Library Statistics, Reporting, and Assessment skill - **(2-Intermediate)**, Preservation and Conservation skill - **(2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol
19	Guidance Counselor III	LGU-TRI-TMCO-0009	13	30979	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Organization and filing skill **- (2-Intermediate)**, Analytical techniques skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Technical writing skill **- (2-Intermediate),** Guidance and counseling skill **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol
20	Guidance Counselor I	LGU-TRI-TMCO-0010	11	27022	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Organization and filing skill **- (2-Intermediate)**, Analytical techniques skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Technical writing skill **- (2-Intermediate),** Guidance and counseling skill **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol

21	Administrative Officer III (Records Officer II)	LGU-TRI-TMCO-0014-A	14	33,322	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); LEADERSHIP:** Change Management **- (2-Intermediate),** Strategic Perspective **- (2-Intermediate),** Managing Performance **- (2-Intermediate),** Strategic thinking **- (2-Intermediate),** Teamwork **- (2-Intermediate); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Records Management and Administration skill **- (2-IntermediateClassification, Indexing, and Filing Systems** skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Electronic Records Management **- (2-Intermediate),** Documentation and Reporting skill **- (2-Intermediate)**, Records Inventory and Audit skill **- (2-Intermediate)**, Inter-Office Coordination and Advisory Support skill **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, Bohol
22	Administrative Officer III (Records Officer II)	LGU-TRI-TMCO-0014-B	14	33,322	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	**CORE:** Exemplifing Integrity **- (1-Basic** Delivering Service Excellence **- (1-Basic)** Planning and Organizing **- 1-Basic)** Innovation and Creativity **- (1-Basic)** Building Commitment **- (1-Basic)** Effective Communication **- (1-Basic); LEADERSHIP:** Change Management **- (2-Intermediate),** Strategic Perspective **- (2-Intermediate),** Managing Performance **- (2-Intermediate),** Strategic thinking **- (2-Intermediate),** Teamwork **- (2-Intermediate); ORGANIZATIONAL:** Demonstrating Personal effectiveness **- (1-Basic)**, Speaking Effectively **- (1-Basic)**, Customer centricity **- (1-Basic)**, Integrity **- (1-Basic)**; **TECHNICAL:** Records Management and Administration skill **- (2-IntermediateClassification, Indexing, and Filing Systems** skill **- (2-Intermediate)**, Computer Literacy **- (2-Intermediate),** Electronic Records Management **- (2-Intermediate),** Documentation and Reporting skill **- (2-Intermediate)**, Records Inventory and Audit skill **- (2-Intermediate)**, Inter-Office Coordination and Advisory Support skill **- (2-Intermediate)**	Trinidad Municipal College, Local Government Unit of Trinidad, 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 **JANUARY 31, 2026**.

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:

QUIRINO T. NUGAL, JR., PhD, DPA
MGDH-I (Human Resource Management Officer)
(Complete Office Address)
09171008884 / trinidad@trinidad-bohol.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.