CS Form No. 9
Revised 2025

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

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: **20-May-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	College Department Head	LGU-TRI-TMCO-0046	20	56670	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	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:** Student Development and Welfare Management skill **- (2-Intermediate)**, Student Discipline and Case Managemen skill **- (2-Intermediate)**, Program Planning and Implementation skill **- (2-Intermediate)**, Records and Documentation Management skill **- (2-Intermediate),** Communication and Public Relations skills **- (2-Intermediate),** Customer Service and Student Relations skills - (2-Intermediate),Speaking and Presentation skills **- (2-Intermediate)**, Computer Literacy skill **- (2-Intermediate)**	Office of the Student Affairs and Services,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 **JUNE 06, 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.