CS Form No. 9
Series of 2017

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

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF ISABEL
Request for Re-Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of Local Government Unit of Isabel in the CSC website:

SATURNINO M. MEDINA, JR.
Municipal Mayor

Date: August 6, 2018

No.	Position Title	Plantilla Item No.	Salary/ Grade	Annual Salary	Qualification Standards					Place of Assignment	Other Qualification
					Education	Training	Experience	Eligibility	Competency		
1	Administrative Aide IV (Clerk II)	9	4	196,884.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Prof) First Level Eligibility	Accounting, achievement, orientation, attention to detail, budget preparation, communication skills, computer skills, financial documen, generating reports and documentation	Treasury Office	Must be a resident of Isabel

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 21, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and Diploma, if any;
5. Photocopy of certificates of trainings and previous employment/experience, if any.

We encourage individuals regardless of gender, civil status, disability, ethnicity, religion and political affiliation to apply.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SATURNINO M. MEDINA, JR.
Municipal Mayor
Local Government Unit of Isabel, Leyte
email: hrm_lgu_isabel@yahoo.com

Thru: **MA. JACKELYN D. CERILLO**
Chief Administrative Officer (HRMO V)
Local Government Unit of Isabel, Leyte
email: hrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.