

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

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

Date: 8/14/2018  
MAJILLI  
Municipal Mayor  
**SATURININO M. MEDINA, JR.**

No.	Position Title	Plantilla Item No.	Salary/ Grade	Annual Salary	Qualification Standards				Place of Assignment	Other Qualification	
					Education	Training	Experience	Eligibility			Competency (Functional)
1	Administrative Assistant III (Senior Bookkeeper)	2	9	188,712.00	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 ocumen, generating reports and documentation	Accounting Department	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 29, 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](http://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:

**SATURININO M. MEDINA, JR.** Thru: **MA. JACKELYN D. CERILLO**  
Municipal Mayor Chief Administrative Officer (HRMO V)  
Local Government Unit of Isabel, Leyte Local Government Unit of Isabel, Leyte  
email: [hrrm\\_lgu\\_isabel@yahoo.com](mailto:hrrm_lgu_isabel@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**