

Republic of the Philippines Province of Leyte

MUNICIPALITY OF ISABEL

Bonifacio corner Roxas St., Brgy. Sto. Nino, Isabel, Leyte -o0o-

OFFICE OF THE MUNICIPAL MAYOR

October 4, 2018

VICTORIA F. ESBER Regional Director Civil Service Commission 8 Candahug, Palo, Leyte

Dear Dir. Esber:

I would like to request correction on the vacant position published on June 18, 2018 as follows:

FROM

Accounting Clerk II

TO

Administrative Aide VI (Accounting Clerk II)

Thank you for your kind consideration.

Truly yours,

SATURNINO M. MEDINA, JR.

luccelle-

Municipal Mayor

Electronic copy to be submitted to the CSCFO must be in MS Excel format

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

TO CALL 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. (Head of Agency)

6/18/2018 -DELEASE DATE

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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 Une 15, 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;
- Photocopy of certificate of eligibility/rating/license; and 2. Performance rating in the present position for one (1) year (if applicable);

4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SATURNINO M. MEDINA, JR. Mayor

· Bonifacio Cor. Roxas Sts., Isabel, Leyte

hrm Igu isabel@yahoo.com

AIPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.