



Republic of the Philippines
Province of Leyte

MUNICIPALITY OF ISABEL

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

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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.
Municipal Mayor

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

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

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:

SATURINNO M. MEDINA, JR. *Saturino*
(Head of Agency)
Date: 6/18/2018 - RELEASE DATE

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Aide VI (Accounting Clerk II)	5	6	149,592.00	Completion of two years studies in college	None required	None required	Career Service (Sub Prof) First Level Eligibility	Accounting Financial Accumen Generating Reports and Documentation	Accounting Office	

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 June 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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Saturino
SATURNINO M. MEDINA, JR.
Mayor
• Bonifacio Cor. Roxas Sts., Isabel, Leyte
hrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.