


Republic of the Philippines
Local Government Unit of Isabel
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Isabel in the CSC website:


SATURNINO M. MEDINA, JR.
Mayor
DECEMBER 7, 2018

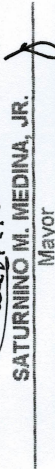
Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Senior Bookkeeper)	2	9	15,726.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant Experience	Career Service (Sub-Professional) First Level Eligibility	accounting, achievement orientation, attention to detail, budget preparation, communication skills, financial ocument, 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
DECEMBER 22, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
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.
Mayor
Local Government Unit of Isabel, Leyte
email: hrrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.