


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 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  
Date: OCTOBER 18, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Revenue Collection	7	11	18,679.00	Bachelor's degree	None required	None required	Career Service	N/A	Mun. Treasurer's
	Officer I							(Professional) Second		Office
								Level Eligibility		
2	Revenue Collection	4	7	14,164.00	Completion of two (2)	None required	None required	Career Service	N/A	Mun. Treasurer's
	Clerk II				years studies in college			(Subprofessional)		Office
								First Level Eligibility		
3	Revenue Collection	6	7	14,164.00	Completion of two (2)	None required	None required	Career Service	N/A	Mun. Treasurer's
	Clerk II				years studies in college			(Subprofessional)		Office
								First Level Eligibility		

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 NOV. 02, 2019

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 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: [hmr\\_lgu\\_isabel@yahoo.com](mailto:hmr_lgu_isabel@yahoo.com)

Thru: **MA. JACKELYN D. CERILLO**  
Chief Administrative Officer (HRMO V)  
Local Government Unit of Isabel, Leyte  
email: [hmr\\_lgu\\_isabel@yahoo.com](mailto:hmr_lgu_isabel@yahoo.com)

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Budgeting Assistant)	2	8	15,082.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First Level Eligibility	N/A	Budget Office
2	Revenue Collection Clerk II	5	7	14,164.00	Completion of two (2) years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility	N/A	Mun. Treasurer's 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 NOV. 2, 2019.

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