

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF ISABEL
Request for 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: _____

Quill
SATURNINO M. MEDINA, JR.
(Head of Agency)

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

Quill
SATURNINO M. MEDINA, JR.
Mayor
Bonifacio Cor., Roxas Sts., Isabel, Layte
hrm_jm_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.