

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

Electronic copy to be submitted to the CSC FO
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:


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

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						Place of Assignment	Other Qualification
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	Revenue Collection Clerk II	3	7	164,748.00	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	attention to detail, case networking linkages, computer skills, disaster risk assessment, analysis and evaluation, emergency preparedness and response, generating reports and documentation	Treasury Office	Must be a resident of Isabel	
2	Administrative Assistant III (Senior Book-keeper)	2	9	188,712.00	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 ocumen, generating reports and documentation	Accounting Office	Must be a resident of Isabel	

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 _____.

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;
4. Photocopy of Transcript of Records and Diploma, if any;
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:

SATURININO M. MEDINA, JR. Thru: **MA. JACKELYN D. CERILLO**
Municipal Mayor Chief Administrative Officer (HRMO V)
Local Government Unit of Isabel, Leyte Local Government Unit of Isabel, Leyte
email: hrrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.