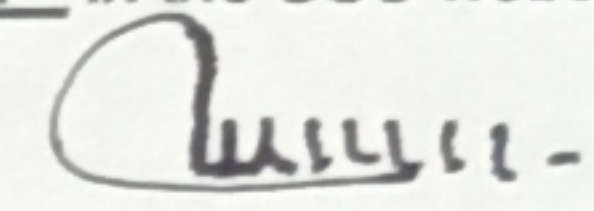


Republic of the Philippines  
Local Government Unit of Isabel  
Request for Publication of Vacant Positions

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:

MAY 18, 2020

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	Municipal Government Department Head I (Municipal Treasurer)	1	24	75,065.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	Three (3) years experience in treasury or accounting service	First Grade or its equivalent	N/A	MTO

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 02, 2020.

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

Thru: **MA. JACKELYN D. CERILLO**

Chief Administrative Officer (HRMO V)

Local Government Unit of Isabel, Leyte

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