

Republic of the Philippines  
Local Government Unit of Isabel  
Request for Re-Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

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

**MA. JACKELYN D. CERILLO**  
**MGDH I (CAO/HRMO V)**

Date: \_\_\_\_\_

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	Internal Auditor V	1	24	65,969.00	Master's Degree	40 hours of	4 years in	Career Service	Intermediate-Building Collaborative,	Internal Audit Service
						training in	position/s	(Professional)/	Inclusive Working Relationships	
						supervisory/	involving	Second Level	Intermediate-Managing Performance	
						management	supervisory/	Eligibility	and Coaching for Results	
							management		Intermediate- Leading Change	
									Intermediate-Thinking Strategically	
									and Creatively	
									Intermediate-Creating and Nurturing	
									a High Performing Organization	

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](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: [hrm\\_lgu\\_isabel@yahoo.com](mailto:hrm_lgu_isabel@yahoo.com)

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

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