

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:

6/19/2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Local Revenue Collection Officer II	15	15	26,109.00	Bachelor's degree	1 year of relevant experience	4 hrs. of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Treasury
2	Revenue Collection Clerk III	7	9	15,726.00	Completion of two years studies in college	1 year of relevant Experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	N/A	Market Office
3	Revenue Collection Clerk III	8	9	15,726.00	Completion of two years studies in college	1 year of relevant Experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	N/A	Market 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 July 4, 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: [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.**

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					Education	Experience	Training	Eligibility	Competency (if applicable)	
4	Engineer III (Electrical)	4	19	37,889.00	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant experience	RA 1080	N/A	MEO
5	Market Supervisor II	3	14	23,845.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	N/A	Market Office
6	Local Disaster Risk Reduction Management Assistant	3	8	14,654.00	Completion of two years in college	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	N/A	LDRRM

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Chief Administrative Officer (HRMO V)

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**MA. JACKELYN D. CERILLO**  
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[illegible]

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