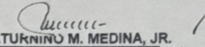


Republic of the Philippines
Local Government Unit of Isabel
Request for Publication of Vacant Positions

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: JULY 30, 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	Administrative Aide IV (Mechanic I)	2	4	11,893.00	High School graduate or completion of relevant vocational/trade course	None required.	None required.	Mechanic (MC 11, s. 96, Cat. I)	N/A	Engineering Services-Motorpool
2	Draftsman I	6	6	13,362.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required.	None required.	CS Subprofessional, Draftsman or Illustrator (MC 11, s. 96, Cat. I) First Level Eligibility	N/A	MPDO

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 AUGUST 14, 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;
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.