

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

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 / (CAD/HRMO V)
Date: 07/31/2019

| 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 I | 7 | 11 | 18,161.00 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | None | Treasury |
| 2 | Revenue Collection Clerk II | 4 | 7 | 13,729.00 | Completion of two years studies in college | None required | None required | Career Service (Sub-Prof) First Level Eligibility | None | Treasury |
| 3 | Revenue Collection Clerk II | 6 | 7 | 13,729.00 | Completion of two years studies in college | None required | None required | Career Service (Sub-Prof) First Level Eligibility | None | Treasury |

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 15, 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;
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: hmr_lgu_isabel@yahoo.com

Thru: **MA. JACKELYN D. CERILLO**
Chief Administrative Officer (HRMO V)
Local Government Unit of Isabel, Leyte
email: hmr_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.