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 SC vebsite: SATURNINO M. MEDINA, JR.

Mayor
September 22, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	Administrative Officer I	5	10	17,310.00	Bachelor's degree	None required	None required	Career Service	N/A	Mun. Assessor's
	(Records Officer I)							(Professional)		Office
								Second Level Eligibility		

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 October 7, 2920

- 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:

Thru: MA. JACKELYN D. CERILLO Chief Administrative Officer (HRMO V) Local Government Unit of Isabel, Leyte				

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.