

Republic of the Philippines
MGO ISABEL, LEYTE
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 MGO ISABEL, LEYTE in the CSC website:

MA. JACKELYN D. CERILLO
HRMO

Date: April 21, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Government Department Head I (Municipal Treasurer)	1	24	75,065.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	40 hours management training and 80 hours technical training relevant to local treasury	Three (3) years experience in treasury or accounting service	N/A	Mun. Treasurer's 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 **May 06, 2021**.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. JACKELYN D. CERILLO
Chief Administrative Officer (HRMO V)
Local Government Unit, Isabel, Leyte
hrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.