



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF ALBUERA
HUMAN RESOURCE MANAGEMENT OFFICE

hrmo.albuera@gmail.com

August 10, 2018

Dir. Rey Albert B. Uy
Director II
CSC-WLSO
Ormoc City

Dir. Uy:

Good day!

In line with the publication issued by this Municipality last June 5, 2018, this Representation would like to inform your Office that there was a typographical error on the Position Title, specifically; Administrative Aide VI (Clerk II), the latter is supposed to be Administrative Aide IV (Clerk II).

Attached herewith is the Publication for the said position.

Very respectfully,


THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV



Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Albuera, Leyte in the CSC website:

HON. ROSA C. MENESES, M.D.
Municipal Mayor

Date: August 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Clerk II)	89	4	P 116,688.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	None Required	LGU-Albuera (Municipal Assessor'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 _____.

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 present position for one (1) year (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:

HON. ROSA C. MENESES, M.D.
Municipal Mayor
Municipal Hall, Albuera Leyte
ra.albuera2016@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.