



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

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 14, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | Place of Assignment | |
|-----|---|--------------------|------------------------|---------------|---------------------------------------|---------------|---------------|--|---------------------|---|
| | | | | | Education | Training | Experience | Eligibility | | Competency (if applicable) |
| 1 | Administrative Officer II (Project Development Officer I) | 105 | 11 | P 188,352.00 | Bachelor's degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | None Required | LGU-Albuera (Municipal Engineer'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

lgu_albuera2016@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.