



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)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Albuera, Leyte in the CSC website:


THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV

Date:

Thursday, August 30, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Residency	
1	Municipal Government Department Head I (Mun. Planning and Development Coordinator)	31	24	51,533.00	Master's Degree or Certificate in Leadership and Management from the CSC (CSC MC 5 s. 2016)	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years (CSC MC 5 s. 2016)	5 years of supervisory/management experience (CSC MC 5 s. 2016) and 3 years experience in development planning or in any related field	Environmental Planner (CSC MC 10 s. 2017)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Planning and Development Office)
2	Municipal Government Department Head I (Municipal Assessor)	86	24	51,533.00	Master's Degree or Certificate in Leadership and Management from the CSC (CSC MC 5 s. 2016)	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years (CSC MC 5 s. 2016)	5 years of supervisory/management experience (CSC MC 5 s. 2016) and 3 years experience in real property assessment work or in any related field	Real Estate Service (CSC MC 20 s. 2012)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Assessor's Office)
3	Municipal Government Department Head I (Municipal Agriculturist)	77	24	51,533.00	Master's Degree or Certificate in Leadership and Management from the CSC (CSC MC 5 s. 2016)	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years (CSC MC 5 s. 2016)	5 years of supervisory/management experience (CSC MC 5 s. 2016) and 3 years acquired experience in agriculture or in a related field	Agriculturist/Agricultural Engineer (CSC MC 1 s. 2013)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Office of the Municipal Agriculturist)
4	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	91	22	42,226.00	Master's Degree or Certificate in Leadership and Management from the CSC (CSC MC 5 s. 2016)	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years (CSC MC 5 s. 2016)	5 years of supervisory/management experience (CSC MC 5 s. 2016) and 3 years experience in treasury or accounting service	Career Service Professional Eligibility or its equivalent	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Treasurer's Office)
5	Local DRRM Officer II	8	15	22,052.00	Bachelor's Degree	8 hours training relevant to disaster management	1 year of relevant experience. In case of experience acquired through voluntary work, on full time basis, as certified by the Human Resource Management Officer or authorized officials. (2017 ORAOHRA)	Career Service Professional Eligibility or its equivalent	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Disaster Risk Reduction and Management Office)

6	Administrative Officer IV (Agriculturist II)	78	15	22,052.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineer, Fisheries Technology and Veterinary Medicine	1 year relevant experience	4 hours relevant training	Agriculturist/Agricultural Engineer/Fisheries Technologist/Veterinarian (CSC MC 1 s. 2013)	At least 6 months residency in Albueria, Leyte	LGU-Albueria (Office of the Municipal Agriculturist)
7	Administrative Officer I (Agricultural Technologist)	82	10	14,574.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineer, Fisheries Technology and Veterinary Medicine	None Required	None Required	Agriculturist/Agricultural Engineer/Fisheries Technologist/Veterinarian (CSC MC 1 s. 2013)	At least 6 months residency in Albueria, Leyte	LGU-Albueria (Office of the Municipal Agriculturist)
8	Administrative Aide IV (Driver II)	124	4	9,724.00	Elementary School Graduate	None Required	None Required	Professional Driver's License	At least 6 months residency in Albueria, Leyte	LGU-Albueria (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 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:

THOMAS ALEXANDER D. SOLEDAD

Human Resource Management Officer IV

Municipal Hall, Poblacion, Albueria, Leyte

tomds1963@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.