

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF LEYTE  
**MUNICIPALITY OF ALBUERA**  
**HUMAN RESOURCE MANAGEMENT OFFICE**  
hrmo.albuera@gmail.com

September 6, 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 February 15, this Representation would like to inform your Office that there was a typographical error on the Position Title, specifically; Supervising Administrative Officer (Waterworks Superintendent II), the latter is supposed to be Waterworks Superintendent II.

Attached herewith is the new request form for Publication of 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

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, September 6, 2018

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	Waterworks Superintendent II	14	22	42,226.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	N/A	LGU-Albuera (Albuera Municipal Water Supply System)

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](http://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, Albuera, Leyte  
[toms1963@yahoo.com](mailto:toms1963@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.