



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

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


THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV

Date: Wednesday, September 26, 2018

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:

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	Administrative Officer IV	78	15	22,052.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional Eligibility (Preferably an Agriculturist)	LGU-Albuera (Office of the Municipal Agriculturist)
2	Administrative Officer IV (Anticipated Vacancy)	79	15	22,052.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional Eligibility (Preferably an Agriculturist)	LGU-Albuera (Office of the Municipal Agriculturist)
3	Administrative Officer I	82	10	14,574.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional Eligibility (Preferably an Agriculturist)	LGU-Albuera (Office of the Municipal Agriculturist)

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. Application letter indicating the position applied for.
2. 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. 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, Albuerca, Leyte
hrmo.albuera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.