



Republic of the Philippines
Municipality of Albura
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: Friday, October 19, 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		
1	Municipal Government Department Head I (Municipal Agriculturist)	77	24	51,533.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technologist and Veterinary Medicine	None required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, or Veterinarian as per CSC MC 1 s. 2013)	N/A	LGU-Albuera (Office of the Municipal Agriculturist)
2	Administrative Officer IV	79	15	22,052.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional Eligibility or its equivalent (Preferably an Agriculturist)	N/A	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/s 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, Albura, Leyte
hrmo.albuera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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

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