

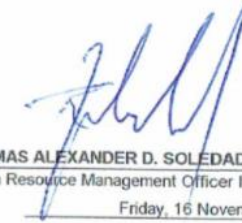


Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions

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: Friday, 16 November 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Residency	Place of Assignment
1	Administrative Aide V (Construction and Maintenance Capataz)	120	5	10,380.00	Elementary School Graduate	None required	None required	None required (CSC MC No. 11, s. 1996, as amended - Category III)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Engineering 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. 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 (if applicable); and
5. Photocopy of Transcript of Records (if applicable).

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
hrmo.albuera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.