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

Republic of the Philippines
MGO ALBUERA, LEYTE
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 MGO ALBUERA, LEYTE in the CSC website:

CHASTITY H. BARTE
OIC-HRMO

Date: _____ February 01, 2023

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	Competency (if applicable)	
1	Administrative Aide IV (Driver II)	MEO-26	4	11,994.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		LGU Albuera - **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 February 16, 2023.

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.
5. The LGU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SIXTO B. DE LA VICTORIA
Municipal Mayor
Town Hall, San Pedro St., Poblacion, Albuera, Leyte
hrmo.albuera@gmail.com/lgualbuera2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.