

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: March 18, 2024

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	Municipal Government Department Head I (Municipal Social Welfare and Development Officer)  *Anticipated Vacancy*	MSWDO-01	24	₱72,062.00	Bachelor's Degree in Social Work	None required	3 years acquired experience in the practice of Social Work	RA 1080 (Social Worker)		LGU Albuera - <b>Municipal Social Welfare and Development Office</b>  Must be a Resident of the LGU Concerned

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 April 3, 2024.

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.
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 I  
Town Hall, San Pedro St., Poblacion, Albuera, Leyte  
[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)/[lqualbuera2019@gmail.com](mailto:lqualbuera2019@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**