


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



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request for publication of the following vacant positions, which are authorized to be filled, at the LGU - Albuera, Leyte in the CSC website:


CHASTITY B. BARTE
HRMO - II

Date: December 14, 2021

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	Residency	
1	Administrative Aide III (Utility Worker II)	MAO-09	3	10,858.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Resident of Albuera, Leyte	LGU Albuera - Municipal Accountant's Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send address to HON. SIXTO B. DELA VICTORIA, Municipal Mayor below not later than **December 29, 2021**.

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.

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

SIXTO B. DELA VICTORIA
Municipal Mayor
Municipal Hall, Poblacion, Albuera, Leyte
hrmo.albuera@gmail.com/lgualbuera2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.