

  
 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:

  
 FREDERICK M. CUESTA  
 SAO/OIC-HRMO

Date: September 30, 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	PLANNING OFFICER II	MPDO-05	15	26,860.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Resident of Albuera, Leyte	LGU Albuera - Municipal Planning & Development Office
2	ADMINISTRATIVE ASSISTANT V (Draftsman III)	MPDO-06	11	19,102.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11,s. 96 - Cat. I) First Level Eligibility	Resident of Albuera, Leyte	LGU Albuera - Municipal Planning & Development Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	MASSO-04	4	11,520.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Resident of Albuera, Leyte	LGU Albuera - Municipal Assessor's Office
4	ADMINISTRATIVE AIDE VI (Clerk III)	MTO-08	6	12,960.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Resident of Albuera, Leyte	LGU Albuera - Municipal Treasurer's Office
5	ADMINISTRATIVE ASSISTANT V (Electrician General Foreman)	MEO-05	11	19,102.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96 - Cat. I)	Resident of Albuera, Leyte	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 address to **HON. SIXTO B. DELA VICTORIA, Municipal Mayor** below not later than **October 15, 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](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.

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](mailto:hrmo.albuera@gmail.com)/[lgualbuera2019@gmail.com](mailto:lgualbuera2019@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.