

Republic of the Philippines
MGO ALMERIA BILIRAN
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 Local Government Unit of Almeria in the CSC website:


LAVELLE L. GARBO

HRMO

Date:

February 22, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	72	1	8,424.00	Must be able to read and write	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
2	ADMINISTRATIVE AIDE IV (CLERK II)	75	4	10,080.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
3	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	76	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
4	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	78	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
5	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	79	1	8,424.00	Must be able to read and write	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
6	ADMINISTRATIVE ASSISTANT II (CLERK IV)	80	8	12,776.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
7	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	84	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
8	FARM WORKER II	82	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
9	FARM WORKER II	83	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria
10	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	84	4	10,080.00	Elementary School Graduate	None Required	None Required	None Required (CSC MC10 s.2013-Cat. III)	N/A	LGU-Almeria

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 **March 9, 2022**.

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:

RICHARD D. JAGUROS

Municipal Mayor

LGU-Almeria, Biliran

lavellelazarbo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.