



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

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Albueria, Leyte in the CSC website:

HON. ROSA C. MENESES, M.D.

Municipal Mayor

Date: June 5, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Department Head I (Mun. Planning and Development Coordinator)	31	24	P 618,396.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in developmental planning or in any related field	RA 1080 (Environmental Planner)	None Required	LGU-Albueria (Mun. Planning and Dev't Office)
2	Supervising Administrative Officer (Human Resource Management Officer IV)	30	22	P 506,712.00	Bachelor's Degree	16 hours relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	None Required	LGU-Albueria (Human Resource Management Office)
3	Administrative Aide VI (Day Care Worker I)	57	6	P 132,972.00	High School Graduate	None Required	None Required	None Required (MC 11 s. 96 - Cat. III)	None Required	LGU-Albueria (Municipal Social Welfare and Development Office)
4	Municipal Government Department Head I (Municipal Agriculturist)	77	24	P 618,396.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	3 years acquired experience in agriculture or in a related field	RA 1080 (Agriculturist/ Agricultural Engineer)	None Required	LGU-Albueria (Office of the Municipal Agriculturist)
5	Agriculturist II	78	15	P 270,852.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	1 year of relevant experience	4 hours of relevant training	Relevant RA 1080 (Agriculturist/ Agricultural Engineer)	None Required	LGU-Albueria (Office of the Municipal Agriculturist)
6	Agricultural Technologist	82	10	P 174,000.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080 (Agriculturist/ Agricultural Engineer)	None Required	LGU-Albueria (Office of the Municipal Agriculturist)
7	Municipal Government Department Head I (Municipal Assessor)	86	24	P 618,396.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None Required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	None Required	LGU-Albueria (Municipal Assessor's Office)
8	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	91	22	P 506,712.00	Bachelor's Degree preferably in Commerce, Public Administration, or Law	None Required	3 years experience in treasury or accounting service	Career Service (Professional) Second Level Eligibility	None Required	LGU-Albueria (Municipal Treasurer's Office)

9	Administrative Aide VI (Clerk II)	89	4	P 116,688.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	None Required	LGU-Albuera (Municipal Assessor's Office)
10	Administrative Officer V (Project Development Officer III)	34	18	P 358,968.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours relevant training	Career Service (Professional) Second Level Eligibility	None Required	LGU-Albuera (Mun. Planning and Dev't Office)
11	Sanitation Inspector I	75	6	P 132,972.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	None Required	LGU- Albuera (Municipal Health Office)
12	Administrative Assistant IV (Legal Assistant I)	27	10	P 179,104.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	None Required	LGU-Albuera (Office of the Sangguniang Bayan)

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 _____.

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 present position for one (1) year (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:

HON. ROSA C. NENESES, M.D.
Municipal Mayor

Municipal Hall, Albuera Leyte

leu_albuera2016@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.