



Republic of the Philippines
Municipality of Albuera
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 LGU-Albuera, Leyte in the CSC website:


THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV
Monday, September 17, 2018

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Officer V	33	18	28,554.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Planning and Development Office)
2	Administrative Officer IV	78	15	22,052.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineer, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year relevant experience	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Office of the Municipal Agriculturist)
3	Administrative Aide IV	28	4	9,724.00	Completion of two years studies in college	None Required	None Required	At least 6 months residency in Albuera, Leyte	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 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:

THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV
Municipal Hall, Poblacion, Albuera, Leyte
tomds1963@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.