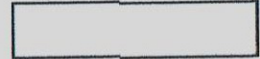

Republic of the Philippines
Municipality of Albueria
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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



THOMAS ALEXANDER D. SOLEDAD
HRMO

Date: January 6, 2020

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 IV (Driver II)	124	4	10,571.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Engineering's Office
2	Administrative Assistant V (Draftsman III)	35	11	16,603.00	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	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Planning and Development 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 **January 21, 2020**.

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 (Head of Agency)

Municipal Hall, Poblacion, Albueria, Leyte

hrmo.albueria@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.