



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:


THOMAS ALEXANDER D. SOLEDAD

HRMO

Date: January 8, 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 Assistant V (Electrical General Foreman)	118	11	16,603.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96-Cat.I)	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Engineering's Office
2	Administrative Officer IV (Administrative Officer IV)	79	15	24,425.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Agriculturist'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 **January 23, 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, Albuera, Leyte
hrmo.albuera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.