



Republic of the Philippines
Municipality of Albura
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)

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


THOMAS ALEXANDER D. SOLEDAD

Human Resource Management Officer IV

Date: Friday, February 8, 2019

| 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 IV | 42 | 10 | 14,974.00 | Completion of two years studies in college | 8 hours of relevant training | 2 years of relevant experience | Career Service Subprofessional/First Level Eligibility | At least 6 months residency in Albura, Leyte | LGU-Albura (Municipal Accountant's Office) |
| 2 | Administrative Officer I | 80 | 10 | 14,974.00 | Bachelor's degree relevant to the job | None Required | None Required | Career Service Professional/Second Level Eligibility (Preferrably relevant RA 1080) | At least 6 months residency in Albura, Leyte | LGU-Albura (Office of the Municipal Agriculturist) |

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. Application letter addressed to **HON. ROSA C. MENESES, M.D., Municipal Mayor**, indicating the position applied for.
2. 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;
3. Performance rating in the last two (2) immediate rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. 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, Albura, Leyte

hrmo.albura@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.