



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

  
THOMAS ALEXANDER D. SOLEDAD  
Human Resource Management Officer IV

Date: Tuesday, February 19, 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 Officer I	81	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](http://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](mailto:hrmo.albura@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.