

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request for re-publication of the following vacant positions, which are authorized to be filled, at the LGU - Albuera, Leyte in the CSC webs

THOMAS ALEXANDER D. SOLEDAD

HRMO

Date:

MARCH 5, 2020

| | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | | Monthly Salary | Qualification Standards | | | | | |
|-----|--|-----------------------|---|-------------------|--|---------------|---------------|---|---|--|
| No. | | | | | Education | Training | Experience | Eligibility | Residency | Place of Assignment |
| 1 | Administrative Aide VI (Heavy Equipment Operator II) | 119 | 6 | 11,878.00 | Highschool graduate or completion of relevant vocational/trade course. | None Required | None Required | Heavy Equipment Operator (MC 11,s. 96, as amended - Cat. II) | At least six months residency in Albuera, Leyte | LGU Albuera - Municipal Engineering'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 MARCH 20, 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:

| THOMAS ALEXANDER D. SOLEDAD | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Human Resource Management Officer IV | | | | | | | | |
| Municipal Hall, Poblacion, Albuera, Leyte | | | | | | | | |
| hrmo.albuera@gmail.com | | | | | | | | |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.