



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

THOMAS ALEXANDER D. SOLEDAD
Human Resource Management Officer IV

Date: Thursday, March 7, 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	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	31	24	58,639.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in developmental planning or in any related field	RA 1080 (Environmental Planner)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Planning and Development Office)
2	Municipal Government Department Head I (Municipal Agriculturist)	77	24	58,639.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080 (Preferably an Agriculturist/Agricultural Engineer/Veterinary Medicine)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Office of the Municipal Agriculturist)
3	Municipal Government Department Head I (Municipal Assessor)	86	24	58,639.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None Required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Assessor's Office)
4	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	91	22	46,974.00	Bachelor's Degree preferably in Commerce, Public Administration, or Law	None Required	3 years experience in treasury or accounting service	Career Service Professional/Second Level Eligibility	At least 6 months residency in Albuera, Leyte	LGU-Albuera (Municipal Treasurer's Office)

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 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, Albuera, Leyte
hrmo.albuera@gmail.com