



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

THOMAS ALEXANDER D. SOLEDAD  
HRMO

Date: APRIL 29, 2020

No.	Position Title	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	90	24	66,725.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	3 years experience in treasury or accounting service	Relevant RA 1080	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Treasurer's Office
2	Sanitation Inspector I	76	6	11,878.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Health Office
3	Supervising Administrative Officer	32	22	52,255.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Planning and Development Office
4	Administrative Officer V	34	18	32,510.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Planning and Development Office
5	Administrative Aide V	120	5	11,206.00	Elementary School Graduate	None Required	None Required	(MC 11,s.96-Cat.III)	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Engineering's Office
6	Administrative Officer II	84	11	16,603.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal Environment and Natural Resources 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 **MAY 14, 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](http://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, Albueria, Leyte  
[hrmo.albueria@gmail.com](mailto:hrmo.albueria@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.