



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:

MAY 29, 2020

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 V (Private Secretary I)	4	11	16,603.00	Completion of two years studies in college	None required	None required	None required	At least six months residency in Albueria, Leyte	LGU Albueria - Office of the Municipal Mayor
2	Local DRRM Officer II	9	15	24,425.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) First Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Office of the Municipal Mayor
3	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal General Services Officer)	101	24	66,725.00	Bachelor's degree on Public Administration, Business Administration and/or Management.	8 hours relevant training	3 years of relevant experience	Career Service (Professional) First Level Eligibility	At least six months residency in Albueria, Leyte	LGU Albueria - Municipal General Services Office
4	ADMINISTRATIVE AIDE IV (Clerk II)	90	4	10,571.00	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 Assessor's Office
5	Administrative Aide V (Handicraft Worker II)	124	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

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 **JUNE 13, 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, Albueria, Leyte
hrmo.albueria@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.