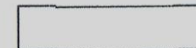




Republic of the Philippines  
Municipality of Albuera  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request for republication of the following vacant positions, which are authorized to be filled, at the LGU - Albuera, Leyte in the CSC website:

CHASTITY H. BARTE  
HRM-OIC

Date: JUNE 16, 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 Officer IV	79	15	24,425.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Agriculturist's Office
2	Draftsman III	36	11	16,603.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Planning and Development 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 **JULY 1, 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:

SIXTO B. DELA VICTORIA  
Municipal Mayor ( Head of Agency)  
Municipal Hall, Poblacion, Albuera, Leyte  
[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.