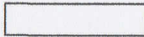
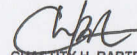

 Republic of the Philippines
 Municipality of Albuera
 Request for Publication of Vacant Positions



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 website:


 CHASTITY H. BARTE
 HRM-OIC

Date: July 17, 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	Municipal Government Department Head I (Municipal General Services Officer)	101	24	68,059.00	Bachelor's degree in Public Administration; Business Administration and/or Management.	4 hours relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility or its equivalent	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal General Services Office
2	Administrative Assistant V (Draftsman III)	36	11	17,853.00	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
3	Administrative Officer IV	79	15	25,642.00	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
4	Local DRRM Officer II	9	15	25,642.00	Bachelor's degree	4 hours relevant training on DRRM	1 year relevant experience on DRRM	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Office of the Municipal Mayor
5	Supervising Administrative Officer	33	22	53,494.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Planning and Development Office
6	Administrative Officer II (Environmental Management Specialist I)	85	11	17,853.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Environment and Natural Resources Office
7	Administrative Officer V (Project Development Officer III)	35	18	33,727.00	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 Albuera, Leyte	LGU Albuera - Municipal Planning and Development Office
8	Administrative Assistant V (Private Secretary I)	4	11	17,853.00	Completion of two years studies in college	None Required	None Required	None required	At least six months residency in Albuera, Leyte	LGU Albuera - Office of the Municipal Mayor
9	Administrative Aide V (Construction and Maintenance Capataz)	123	5	11,713.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat. III)	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 **August 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;
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
 Municipal Hall, Poblacion, Albuera, Leyte
hrmo.albuera@gmail.com / lgualbuera2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.