



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

  
**THOMAS ALEXANDER D. SOLEDAD**  
HRMO

Date: 29-Aug-19

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	
1	Administrative Officer I	81	10	14,974.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the Municipal Agriculturist

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to **HON. SIXTO B. DELA VICTORIA, Municipal Mayor**, below not later than \_\_\_\_\_.

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.