

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

To: CIVIL SERVICE COMMISSION (CSC)

| We hereby request for publication of the follow | ing vacant positions | which are authorized to be filled | , at the L | GU - Albuera, Leyte | in the CSC website: |
|---|----------------------|-----------------------------------|------------|---------------------|---------------------|
|---|----------------------|-----------------------------------|------------|---------------------|---------------------|

CHASTIT H. BAR

HRMO- OIC

Date:

September 14, 2020

| | Desired Title (Described of Title 15 | Diametilla | Salary/ | | | | Qualification Stan | dards | | Place of |
|----|---|------------|----------|----------------|-------------------------------|---------------|--------------------|---|---|---|
| No | Position Title (Parenthetical Title, if applicable) | Item No. | JOO/ Pav | Monthly Salary | Education | Training | Experience | Eligibility | Residency | Assignment |
| 1 | ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II (B)) | 37 | 4 | P 11,046.00 | 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 Planning & 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 September 29, 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 |
| Municipa | Hall, Poblacion, Albuera, Leyte |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.