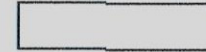


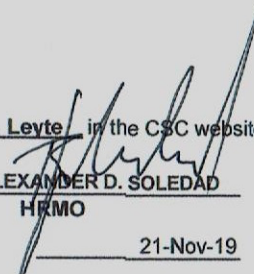


Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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


THOMAS ALEXANDER D. SOLEDAD
HRMO

Date: 21-Nov-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	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	91	22	52,255.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 Years experience in treasury or accounting service	First grade of its equivalent	Municipal Treasurer's Office
2	Administrative Aide VI (Heavy Equipment Operator II)	116	6	11,878.00	Highschool graduate or completion of relevant vocational/ trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96, as amended - Cat. II)	Municipal Engineering's Office
3	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	31	24	66,725.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 Years experience in government planning or in any related field	First grade of its equivalent	Municipal and Planning Development Office

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 **December 15, 2019**.

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, Albuera, Leyte
hrmo.albuera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.