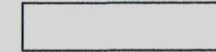


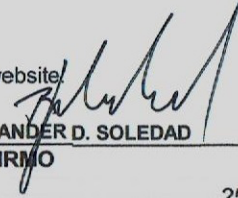


Republic of the Philippines  
Municipality of Albuera  
Request for Publication of Vacant Positions



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.

  
THOMAS ALEXANDER D. SOLEDAD  
HRMO

Date:

25-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	Residency	
1	<b>Municipal Government Assistant Department Head I</b> (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 to its equivalent	At least six months residency in Albuera, Leyte	LGU Albuera - <b>Municipal Treasurer's Office</b>
2	<b>Administrative Aide VI</b> (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)	At least six months residency in Albuera, Leyte	LGU Albuera - <b>Municipal Engineering's Office</b>
3	<b>Municipal Government Department Head I</b> (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 development planning or in any related field	RA 1080 (Environmental Planner)	At least six months residency in Albuera, Leyte	LGU Albuera - <b>Municipal and Planning Development Office</b>

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 **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](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, Albuera, Leyte  
[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.