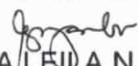


**Republic of the Philippines**  
**LOCAL GOVERNMENT UNIT OF ALMERIA**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Almeria in the CSC website:

  
LAVELLA LEILA N. GRBO  
Administrative Officer II (HRMO I)

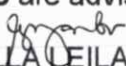
Date: March 1, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	27	1	7,357.00	Must be able to read and write	None	None	None	N/A	LGU-Almeria

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 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 present position for one (1) year (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:

  
LAVELLA LEILA N. GARBO  
Administrative Officer II (HRMO I)  
LGU-Almeria, Biliran  
[lavellaleilagarbo@gmail.com](mailto:lavellaleilagarbo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**