

**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)

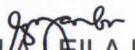
Date: November 19, 2019

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 Officer IV(HRMO II)	67	15	21,319.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	N/A	LGU-Almeria
2	Administrative Assistant II(Disbursing Officer II)	43	8	11,714.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
3	Administrative Aide IV (Budgeting Aide)	31	4	9,231.00	Completion of two years studies in college	NONE	NONE	Career Service (Subprofessional) First Level Eligibility	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:

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  
[lavellaleilaggarbo@gmail.com](mailto:lavellaleilaggarbo@gmail.com)

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