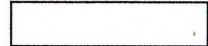




Republic of the Philippines
Municipality of Albuera
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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

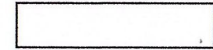
CHASTITY H. BARTE
HRM-OIC

Date: January 7, 2021

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	Competency (If applicable)	
1	Local Disaster Risk Reduction and Management Officer III	LDRRMO-01	18	33,727.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Local Disaster Risk Reduction and Management Office
2	Meter Reader I	AMWSS-02	4	11,046.00	High School Graduate	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Albuera Municipal Water Supply System
3	Administrative Aide IV (Storekeeper I)	SMR-01	4	11,046.00	Elementary School graduate	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Sibugay Mountain Resort
4	Local Legislative Staff Officer II	SBS-02	13	21,403.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Sangguniang Bayan Secretariat Office
5	Administrative Officer IV (Human Resource Management Officer II)	HRMO-02	15	25,642.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Human Resource Management Office
6	Planning Officer II	MPDO-05	15	25,642.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Municipal Planning and Development Office



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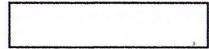

CHASTITY M. BARTE
HRM-OIC

Date: January 7, 2021

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	Competency (If applicable)	
7	Administrative Aide III (Utility Worker II)	MPDO-08	3	10,415.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Municipal Planning and Development Office
8	Administrative Officer IV (Management and Audit Analyst II)	MAO-02	15	25,642.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Municipal Accountant's Office
9	Administrative Officer II	MCRO-02	11	17,853.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Municipal Civil Registrar's Office
10	Administrative Aide III (Utility Worker II)	MSWDO-07	3	10,415.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Municipal Social Welfare and Development Office
11	Nurse I	MHO-04	15	32,053.00	Bachelor of Science in Nursing	None required	None required	RA 1080	None required	LGU Albuera - Municipal Health Office
12	Administrative Aide III (Utility Worker II)	OMA-07	3	10,415.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Office of the Municipal Agriculturist

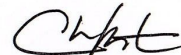


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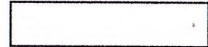

CHASTITY H. BARTE
HRM-OIC

Date: January 7, 2021

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	Competency (If applicable)	
13	Tax Mapping Aide	MASSO-05	4	11,046.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s.96 – Cat. III)	None required	LGU Albuera - Municipal Assessor's Office
14	Local Treasury Operations Officer II	MTO-02	15	25,642.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	None required	LGU Albuera - Municipal Treasurer's Office
15	Administrative Assistant II (Disbursing Officer II)	MTO-07	8	14,004.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	None required	LGU Albuera - Municipal Treasurer's Office
16	Watchman III	MGSO-03	7	13,166.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)	None required	LGU Albuera - Municipal General Services Office
17	Watchman III	MGSO-04	7	13,166.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)	None required	LGU Albuera - Municipal General Services Office
18	Administrative Assistant V (Electrician General Foreman)	MEO-05	11	17,853.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11, s.96 - Cat. I)	None required	LGU Albuera - Municipal Engineering Office



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CHASTITY M. BARTE
HRM-OIC

Date: January 7, 2021

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	Competency (if applicable)	
19	Draftsman III	MEO-09	11	17,853.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) or Draftsman or Illustrator (MC 11, s. 96 - Cat. I)	None required	LGU Albuera - Municipal Engineering Office
20	Administrative Aide VI (Heavy Equipment Operator II)	MEO-16	6	12,419.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s.96 - Cat. I)	None required	LGU Albuera - Municipal Engineering Office
21	Administrative Aide IV (Clerk II)	MEO-21	4	11,046.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	None required	LGU Albuera - Municipal Engineering 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 **January 22, 2021**.

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
Municipal Hall, Poblacion, Albuera, Leyte
hrmo.albuera@gmail.com/lqualbuera2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.