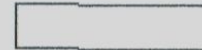
  
 Republic of the Philippines  
 Municipality of Albuera  
 Request for Publication of Vacant Positions



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:

  
**FREDERICK M. CUESTA**  
 SAO/OIC-HRMO

Date: March 12, 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	Residency	
1	ADMINISTRATIVE AIDE VI (Clerk III)	MCRO-03	6	12,419.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Civil Registrar's Office
2	ADMINISTRATIVE AIDE III (Utility Worker II)	MCRO-05	3	10,415.00	Must be able to read and write	None required	None required	None required ( MC 11, s. 96 - Cat. III)	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Civil Registrar's Office
3	ADMINISTRATIVE AIDE IV (Bookbinder II)	MGSO-05	4	11,046.00	Elementary School Graduate	None required	None required	None required ( MC 11, s. 96 - Cat. III)	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal General Services Office
4	ADMINISTRATIVE ASSISTANT III (Revenue Collection Clerk III)	MTO-03	9	15,027.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Treasurer's Office
5	ADMINISTRATIVE OFFICER II (Cooperatives Development Specialist I)	MCO-01	11	17,853.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Municipal Cooperative Office
6	ADMINISTRATIVE OFFICER I	OMA-04	10	16,175.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	At least six months residency in Albuera, Leyte	LGU Albuera - Office of the Municipal Agriculturist

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 **March 27, 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](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:

**SIXTO B. DELA VICTORIA**  
 Municipal Mayor  
 Municipal Hall, Poblacion, Albuera, Leyte  
[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)/[lgualbuera2019@gmail.com](mailto:lgualbuera2019@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.