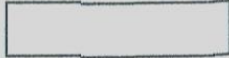





Republic of the Philippines  
Municipality of Albuera  
Request for Publication of Vacant Positions



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: May 14, 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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Treasurer)	MTO-01	24	69,394.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting service	Career Service Professional/ Second Level Eligibility	Resident of Albuera, Leyte	LGU Albuera - Municipal Treasurer's 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 **May 29, 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.