

Republic of the Philippines  
**MGO ALBUERA, LEYTE**  
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 MGO ALBUERA, LEYTE in the CSC website:



CHASTITY H. BARTE

OIC-HRMO

Date: 29-Jul-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	PLANNING OFFICER II	MPDO-05	15	28,078.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		LGU Albuera - Municipal Planning & Development Office
2	ADMINISTRATIVE AIDE IV (Clerk II)	MASSO-04	4	11,994.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Computer-literate	LGU Albuera - Municipal Assessor's Office
3	LOCAL DRRM OFFICER II	LDRRMO-02	15	28,078.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service (Professional) Second Level Eligibility		LGU Albuera - Municipal Disaster Risk Reduction and Management Office
4	AGRICULTURIST I	OMA-10	11	20,351.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering or Agricultural and Biosystems Engineering, Fisheries Technology, and Veterinary Medicine	None required	None required	R.A. 1080 (Fisheries Technology)	Preferred applicants with experience or education aligned to Aquaculture or Fisheries.	LGU Albuera - Office of the Municipal Agriculturist
5	ADMINISTRATIVE AIDE IV (Bookbinder II)	MAO-06	4	11,994.00	Elementary School Graduate	None required	None required	None Required		LGU Albuera - Municipal Accountant's Office
6	ADMINISTRATIVE AIDE IV (Driver II)	MEO-28	4	11,994.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, S.96 - Cat. II)		LGU Albuera - Municipal Engineer's Office

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 August 13, 2022.

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.
5. The LGU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SIXTO B. DE LA VICTORIA  
Municipal Mayor  
Town Hall, San Pedro St., Poblacion, Albuera, Leyte  
[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)/[hrmo.albuera@gmail.com](mailto:hrmo.albuera@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.