

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: October 10, 2023

| 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 | Administrative Assistant V (Mechanical Shop Foreman) | MEO-06 | 11 | ₱21,600.00 | High school graduate or completion of relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Mechanic (MC 10, s. 2013-Cat.II) | Anticipated Vacancy | LGU Albuera - Municipal Engineer's Office |
| 2 | Municipal Government Department Head I (Municipal Assessor) | MASSO-01 | 24 | ₱72,062.00 | Bachelor's Degree preferably in Civil or Mechanical Engineering, or any other related course | None | 3 years experience in real property assessment work or in any related field | RA 1080 (Real Estate Service) | Anticipated Vacancy. Must be a resident of Albuera for at least 6 months. | LGU Albuera - Municipal Assessor'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 October 25, 2023.

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.
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
hmo.albuera@gmail.com/lqualbuera2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.