

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF ALMERIA
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 Local Government Unit of Almeria in the CSC website:


LAVELLA LEILA N. GARBO

HRMO

Date: January 5, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)	3	11	16,714.00	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	LGU-Almeria

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 January 25, 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;
2. Performance rating in the present position for one (1) year (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:

RICHARD D. JAGUROS

MUNICIPAL MAYOR

LGU-Almeria, Biliran

lavelleleilaggarbo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.