

Republic of the Philippines
MGO ALMERIA, BILIRAN
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 ALMERIA, BILIRAN in the CSC website:


LAVELLA LEILA N. GARBO

HRMO

Date: January 26, 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 AIDEVI (CLERK III)	4	6	11,814.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	73	1	8,762.00	Must be able to read and write	None Required	None Required	None Required	N/A	LGU-Almeria
3	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	74	1	8,762.00	Must be able to read and write	None Required	None Required	None Required	N/A	LGU-Almeria
4	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	34	4	10,495.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
5	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER)	69	24	61,887.00	Bachelors Degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	RA 1080 (Social Worker)	N/A	LGU-Almeria
6	AGRICULTURAL TECHNOLOGIST	63	10	15,533.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080 (Agriculturist)	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 February 13, 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.

LGU Almeria promotes equal employment opportunity for men and women at all levels of position, provided that applicants meet the minimum requirements of the positions without discrimination on the account of age, gender, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled Date of Exam and Interview.

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

RICHARD D. JAGUROS

MUNICIPAL MAYOR

LGU ALMERIA

lavellaleilagardo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.