

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: February 2, 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

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 17, 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](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. 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, civil status, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), member of indigenous communities and those from any sexual orientation and gender identities (SOGI)

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

**RICHARD D. JAGUROS**  
MUNICIPAL MAYOR  
LGU ALMERIA  
[lavellaleilagarbo@gmail.com](mailto:lavellaleilagarbo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**