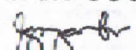


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF ALMERIA
Request for Publication of Vacant Positions

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. GRBO

HRMO

Date: October 11, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	33	8	12,776.00	Completion of two years study in college	1 year of relevant experience	4 hrs of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Almeria
2	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	35	4	10,080.00	Completion of two years study 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 June October 29, 2021.

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:

LAVELLA LEILA N. GARBO

Administrative Officer IV (HRMO II)

LGU-Almeria, Biliran

lavellaleilagarbo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.