

**Place of Assignment :**

Budget Office

**Position Title :**

Administrative Aide II (Messenger)

**Plantilla Item No. :**

4

**Salary/Job/Pay Grade :**

2

**Monthly Salary :**

Php 8,400.00

**Eligibility :**

None Required

**Education :**

Must be able to read and write/ Elementary School Graduate

**Training :**

None Required

**Work Experience :**

None Required

**Competency :**

n/a

**Instruction/Remarks :**

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 March 02, 2020.

**Documents:**

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 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:

**Audines A. Baang**

HRMO

MGO SALAY, MISAMIS ORIENTAL

Salay Misamis Oriental

[lgu\\_salaymisor@yahoo.com](mailto:lgu_salaymisor@yahoo.com)

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

**Posting Date :**

February 14, 2020

**Closing Date :**

March 02, 2020