

MGO SALAY, MISAMIS ORIENTAL | Region X ×

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| Place of Assignment : | Budget Office |
| Position Title : | Administrative Assistant II (Clerk IV) |
| Plantilla Item No. : | 2 |
| Salary/Job/Pay Grade : | 8 |
| Monthly Salary : | Php 12,212.00 |
| Eligibility : | Career Service (Subprofessional) First Level Eligibility |
| Education : | Completion of two years studies in college |
| 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 July 7, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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| Posting Date : | June 19, 2020 |
| Closing Date : | July 07, 2020 |