

Place of Assignment :	Salay Community College
Position Title :	Administrative Officer III (Supply Officer II)
Plantilla Item No. :	14
Salary/Job/Pay Grade :	14
Monthly Salary :	Php 18,968.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's Degree
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
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 February 12, 2019.

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.

Posting Date : January 25, 2019

Closing Date : February 12, 2019