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Place of Assignment :

Mayors Office

Position Title :

Administrative Aide IV (Clerk II)

Plantilla Item No. :

4

Salary/Job/Pay Grade :

4

Monthly Salary :

Php 9,506.00

Eligibility :

Career Service (Sub-professional)/First Level Eligibility

Education :

Completion of two-year 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 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;
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 :

February 14, 2020

Closing Date :

March 02, 2020