

<b>Place of Assignment :</b>	Office of the Municipal Mayor
<b>Position Title :</b>	Administrative Aide III (Driver I)
<b>Plantilla Item No. :</b>	22
<b>Salary/Job/Pay Grade :</b>	3
<b>Monthly Salary :</b>	Php 11,300.00
<b>Eligibility :</b>	Driver's License (MC 10 S. 2013-Cat. IV)
<b>Education :</b>	Elementary School Graduate
<b>Training :</b>	None Required
<b>Work Experience :</b>	None Required
<b>Competency :</b>	

**Instructions/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 16, 2022.

**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 last rating period (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:

CORAZON B. IMBANG

**Supervising Administrative Officer (HRMO IV)**

LGU-Patnongon, Antique

[cimbang@yahoo.com](mailto:cimbang@yahoo.com)

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

**Posting Date :** February 28, 2022

**Closing Date :** March 16, 2022