

Place of Assignment :	Office of the Municipal Mayor
Position Title :	Administrative Officer IV (HRMO II)
Plantilla Item No. :	21
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 28,078.00
Eligibility :	Career Service (Professional) Seceond Level Eligibility
Education :	Bachelor's Degree
Training :	4 hrs. of relevant training
Work Experience :	1 year of relevant experience
Competency :	

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 28, 2022

Closing Date : March 16, 2022