

Place of Assignment :	Secretary to the Sangguniang Panlungsod Office
Position Title :	Supervising Administrative Officer
Plantilla Item No. :	1022-9
Salary/Job/Pay Grade :	22
Monthly Salary :	Php 54,732.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	16 hours of relevant training
Work Experience :	3 years of relevant experience
Competency :	N/A

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 September 17, 2021.

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;
4. Photocopy of Transcript of Records/Diploma;
5. Photocopy of certificate of training/awards (if applicable); and
6. Photocopy of certificate of employment/service record (if applicable).

EEOP Statement: All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

Remarks: *** - Must be a citizen of the Philippines, and a resident of the City of Tabuk.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JEPHTE S. FEKEN

City HRMO

Dagupan Centro, Tabuk City
hr.tabuk@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 01, 2021

Closing Date : September 17, 2021