

Place of Assignment :	Municipal Assessor's Office
Position Title :	Assessment Clerk II
Plantilla Item No. :	MASSO-4
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 15,798.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	None Required
Work Experience :	None Required
Competency :	N/A

Instructions/Remarks :

The CSC RO XII highly encourages application from a qualified person with disabilities (PWD), members of indigenous communities, and those from any sexual orientation, gender identity, and expression (SOGIE).

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 14, 2023.

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:

ALLAN A. SINGCO, MPA

AO V/HRMO Designate

Kitacubong, Alamada, Cotabato

hrmoalamada@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 27, 2023

Closing Date : March 14, 2023