

<b>Place of Assignment :</b>	Municipal Accounting Office
<b>Position Title :</b>	Administrative Aide IV (Accounting Clerk I)
<b>Plantilla Item No. :</b>	50
<b>Salary/Job/Pay Grade :</b>	4
<b>Monthly Salary :</b>	Php 10,080.00
<b>Eligibility :</b>	Career Service (Subprofessional) First level Eligibility
<b>Education :</b>	Completion of two years studies in college
<b>Training :</b>	None Required
<b>Work Experience :</b>	None Required
<b>Competency :</b>	Not yet required

**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 29, 2023..

**Documents:**

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:

RENE S. PAÑA

**HRMO**

LGU-Alegria, Alegria, Surigao del Norte  
hrmo.lgu.alegria2017@gmail.com

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

**Posting Date :** March 14, 2023

**Closing Date :** March 29, 2023