

<b>Place of Assignment :</b>	City Mayor's Office, Tangub City
<b>Position Title :</b>	Administrative Assistant I (Computer Operator I)
<b>Plantilla Item No. :</b>	54
<b>Salary/Job/Pay Grade :</b>	7
<b>Monthly Salary :</b>	Php 15,827.00
<b>Eligibility :</b>	Career Service (Subprofessional)/ Data Encoder (MC 11, s. 96 - Cat. I/ First Level Eligibility
<b>Education :</b>	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	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 July 31, 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](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:

ELISEA A. LORENTON

**OIC - CHRMO**

Office of the Human Resource Management, 1st South St., City Hall, Tangub City  
[hrmotangub@gmail.com](mailto:hrmotangub@gmail.com)

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

**Posting Date :** July 14, 2023

**Closing Date :** July 31, 2023