

Place of Assignment :	City Council's Office, Tangub City
Position Title :	Administrative Assistant I (Computer Operator I)
Plantilla Item No. :	17
Salary/Job/Pay Grade :	7
Monthly Salary :	Php 15,827.00
Eligibility :	Career Service (Subprofessional)/ Data Encoder (MC 11, s. 96 - Cat. I/ First Level Eligibility
Education :	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course
Training :	None required
Work Experience :	None required
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 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 14, 2023

Closing Date : July 31, 2023