

<b>Place of Assignment :</b>	Legal Staff
<b>Position Title :</b>	Clerk Processor B
<b>Plantilla Item No. :</b>	722-3
<b>Salary/Job/Pay Grade :</b>	5
<b>Monthly Salary :</b>	Php 19,170.00
<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>	

**Instructions/Remarks :**

MCIAA upholds Equal Opportunity Principle: "There shall be no discrimination in the selection of employees on account of age, school, civil status, disability, religion, ethnicity, social status, income class, paternity affiliation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for job, and equal opportunity."

Applicants are required to submit six (6) sets of hardcopies of the following documents with proper tabbings not later than August 17, 2023:

**Documents:**

1. Application letter specifying the position applied for and the respective Department/Division where the position belongs;
2. Fully-accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and with WORK EXPERIENCE SHEET:  
This can be downloadable at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. Certification of employment and of actual duties and responsibilities (for relevant experience in PRIVATE companies);
5. Photocopy of certificate of trainings/seminars attended;
6. Photocopy of certificate of eligibility/rating/license; and
7. Photocopy of Transcript of Records/Diploma.

Applications shall be addressed to:

**JULIUS G. NERI, JR.**

General Manager &amp; CEO

Mactan Cebu International Airport Authority

and sent to:

The HRMD Manager  
Mactan Cebu International Airport Authority  
HRMD Office, 3rd Floor, Corporate Building  
Lapu-lapu Airport Road, Lapu-lapu City

**Applicants may initially send application documents to [mciaajobs@gmail.com](mailto:mciaajobs@gmail.com) but will still be required to submit hardcopies.**

**INCOMPLETE DOCUMENTS AND LATE SUBMISSIONS WILL NOT BE ENTERTAINED.**

**Posting Date :** August 02, 2023

**Closing Date :** August 17, 2023