

Place of Assignment :	Collection Division
Position Title :	Collection Representative A
Plantilla Item No. :	723-5
Salary/Job/Pay Grade :	7
Monthly Salary :	Php 24,496.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	

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;
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 & 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 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