

Place of Assignment :	Provincial Budget Office
Position Title :	Administrative Aide III (Utility Worker II)
Plantilla Item No. :	PBO-6
Salary/Job/Pay Grade :	3
Monthly Salary :	Php 14,678.00
Eligibility :	None Required (MC 10, s. 2013 Cat. III)
Education :	Must be able to read and write
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 August 17, 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 present position for one (1) year (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:

ROLANDO B. BUÑI

OIC - PHRMO

PGO PALAWAN

Provincial Human Resource Mgt Office

recruitment.pgphrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 02, 2023

Closing Date : August 17, 2023