

Place of Assignment :	General Services Division
Position Title :	Administrative Services Officer A
Plantilla Item No. :	702
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 42,859.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree
Training :	4 hours of relevant training
Work Experience :	1 year 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 April 23, 2024:

Documents:

1. Application letter specifying the position applied for and the respective Department/Division where the position belongs;
2. Fully-accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and with WORK EXPERIENCE SHEET, if applicable: 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;
7. Photocopy of Transcript of Records/Diploma; and
8. Photocopy of certificate of work-related awards.

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 : April 08, 2024

Closing Date : April 23, 2024