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| <b>Place of Assignment :</b>  | Procurement Division                                   |
| <b>Position Title :</b>       | Procurement Officer B                                  |
| <b>Plantilla Item No. :</b>   | 786  |
| <b>Salary/Job/Pay Grade :</b> | 10   |
| <b>Monthly Salary :</b>       | Php 39,456.00  |
| <b>Eligibility :</b>          | Career Service (Professional) Second Level Eligibility |
| <b>Education :</b>            | Bachelor's degree relevant to the job                  |
| <b>Training :</b>             | 4 hours of relevant training                           |
| <b>Work Experience :</b>      | 1 year of relevant experience                          |
| <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 must submit the following documents online through this link:

<https://forms.gle/1VuF4s51WQaw38gq5> or through [www.mciaa.gov.ph](http://www.mciaa.gov.ph) not later than February 21, 2025.

**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,
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.

Hardcopy of these documents shall be submitted upon scheduled interview.

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** February 06, 2025

**Closing Date :** February 21, 2025