

Place of Assignment :	Municipal Government Unit of Cantilan, Cantilan Surigao del Sur, Office of the Municipal Social Worker and Development
Position Title :	Administrative Aide III (Clerk I)
Plantilla Item No. :	5
Salary/Job/Pay Grade :	3
Monthly Salary :	Php 13,739.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in College
Training :	None required
Work Experience :	None required
Competency :	

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 February 21, 2025.

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 last rating period (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:

PHILIP ARREZA PICHAY

MUNICIPAL MAYOR
CANTILAN SURIGAO DEL SUR
lguhrmo2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 06, 2025

Closing Date : February 21, 2025