

<b>Place of Assignment :</b>	Municipal Government Unit of Cantilan, Cantilan Surigao del Sur, Office of the Municipal Accountant
<b>Position Title :</b>	Administrative Aide IV (Accounting Clerk I)
<b>Plantilla Item No. :</b>	5
<b>Salary/Job/Pay Grade :</b>	4
<b>Monthly Salary :</b>	Php 14,588.00
<b>Eligibility :</b>	Career Service (Subprofessional) First Level Eligibility
<b>Education :</b>	Completion of two years studies in College
<b>Training :</b>	None required
<b>Work Experience :</b>	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](http://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](mailto:lguhrmo2022@gmail.com)

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

**Posting Date :** February 06, 2025

**Closing Date :** February 21, 2025