

Place of Assignment :	Municipal Government Office of Cantilan, Office of the Municipal Mayor
Position Title :	Tourist Receptionist I (LGU)
Plantilla Item No. :	18
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 18,841.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of 2 years studies in college
Training :	4 hours of relevant training on tourism
Work Experience :	1 year of relevant experience in the tourism industry either in the private sector or the government

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 28, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 13, 2025

Closing Date : February 28, 2025