

Place of Assignment :	Office of the Municipal Accountant, MGO Cantilan
Position Title :	Administrative Assistant II (Bookkeeper I)
Plantilla Item No. :	3
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 19,303.00
Eligibility :	Career Service (Subprofessional)First Level Eligibility
Education :	Completion of two years studies in College
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
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 November 12, 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:

RODRIGO L. ELEAZAR

MUNICIPAL MAYOR

CANTILAN SURIGAO DEL SUR

lguhrmo2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : October 28, 2025

Closing Date : November 12, 2025