Place of Assignment :	Mun. Engineering office
Position Title :	Administrative Aide I (Utility Worker)
Plantilla Item No. :	4.3
Salary/Job/Pay Grade :	1
Monthly Salary :	Php 9,241.00
Eligibility :	None
Education :	Must be able to read and write
Training :	none
Work Experience :	none

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 December 4, 2020.

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:

EFRENA A. BUENAFE
HRMO II
MGO JAGNA, BOHOL
Mayor's Office, Jagna, Bohol
renzbuen@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 19, 2020

Closing Date : December 04, 2020