



CSC DOS WEB APP

Agency :	MGO Gattaran, Cagayan Region II
Place of Assignment :	Municipal Budget Office
Position Title :	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)
Plantilla Number :	1071 - 5 - 1
Salary/Job/Pay Grade :	7
Monthly Salary :	Php 16758
Eligibility :	None required (MC 11 s. 96 - Cat III)
Education :	Elementary School Graduate
Training :	None required
Work Experience :	None required
Competency :	N/A

Instruction/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 May 19, 2024.

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:

JEFFERSON T. TAMAYO

HRMO V

LGU- Centro Sur, Gattaran, Cagayan

hrmoffice.lgugattaran@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	2024-05-03
Closing Date :	2024-05-19