



CSC DOS WEB APP

Agency :	MGO BAYOMBONG (CAPITAL), NUEVA VIZCAYA Region II
Place of Assignment :	Budget Office
Position Title :	Senior Administrative Asst. II (Computer Operator IV)
Plantilla Number :	1071-31
Salary/Job/Pay Grade :	14
Monthly Salary :	Php 30459
Eligibility :	Career Service (Subprofessional) First level Eligibility Data Encoder Eligibility
Education :	Completion of two years studies in college or high school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade12/Senior High School under Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/tradecourse (TESDA NC II) (starting 2018)
Training :	16 hours of relevant training
Work Experience :	3 years relevant experience
Competency :	N/A

Instruction/Remarks :

The LGU Bayombong highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation, gender identities and expression (SOGIE) for there shall be no discrimination in the selection of employees on account of sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class and political affiliation. 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 July 12, 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:

HON. ANTONIO SERGIO G. BAGASAO, CPA
Municipal Mayor

LGU - Bayombong, Nueva Vizcaya
MGO BAYOMBONG (CAPITAL), NUEVA VIZCAYA

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	2024-06-26
Closing Date :	2024-07-12