



# CSC DOS WEB APP

<b>Agency :</b>	MGO BAGGAAO, CAGAYAN   Region II
<b>Place of Assignment :</b>	Mayor's Office
<b>Position Title :</b>	Administrative Officer I (Records Officer I)
<b>Plantilla Number :</b>	1.4
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 20858
<b>Eligibility :</b>	Career Service (Professional) Second Level Eligibility
<b>Education :</b>	Bachelor's Degree
<b>Training :</b>	None Required
<b>Work Experience :</b>	None Required
<b>Competency :</b>	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 September 30, 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](http://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:

DAN PAOLO E. RAMOS, DBM

**Administrative Officer V (HRMO III)**

San Jose, Baggao, Cagayan

[hmobaggao@gmail.com](mailto:hmobaggao@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

<b>Posting Date :</b>	2024-09-13
<b>Closing Date :</b>	2024-09-30