

MGO MALAY, AKLAN | Region VI

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| Place of Assignment : | Human Resource Mgt. Office |
| Position Title : | Municipal Gov't. Department Head 1 (Human Resource Mgt. Officer V) |
| Plantilla Item No. : | HRMO-1 |
| Salary/Job/Pay Grade : | 24 |
| Monthly Salary : | Php 75,065.00 |
| Eligibility : | Career Service (Professional) Second Level Eligibility |
| Education : | Bachelor's degree |
| Training : | 24 hours of training in management and supervision |
| Work Experience : | 3 years in position/s involving management and supervision |
| Competency : | Building collaborative, inclusive working relationship, Managing performance and coaching for results, Leading change Thinking strategically and creatively Creating and nurturing a high performing organization, Must possess in-depth human resources knowledge. Effective communication skills, critical thinking & decision-making, relationship-building & leadership skills. |

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 June 3, 2019.

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:

DINKY P. MAAGMA

Supervising Administrative Officer

Poblacion, Malay, Aklan

hmalayaklan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 22, 2019

Closing Date : June 03, 2019