

MGO MALAY, AKLAN | Region VI

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Place of Assignment :	MPGO
Position Title :	Administrative Aide II (Messenger)
Plantilla Item No. :	MPGO-2
Salary/Job/Pay Grade :	2
Monthly Salary :	Php 10,585.00
Eligibility :	None required (MC 11, s. 96-Cat.III)
Education :	Elementary School Graduate
Training :	None required
Work Experience :	None required
Competency :	Good interpersonal 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

hrmalayaklan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 22, 2019

Closing Date : June 03, 2019