

**MGO MALAY, AKLAN | Region VI**

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<b>Place of Assignment :</b>	MTO
<b>Position Title :</b>	Administrative Officer III (Cashier II)
<b>Plantilla Item No. :</b>	MTO-05
<b>Salary/Job/Pay Grade :</b>	14
<b>Monthly Salary :</b>	Php 24,980.00
<b>Eligibility :</b>	Career Service Professional/ Second Level Eligibility
<b>Education :</b>	Bachelor's degree
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	Basic PC language & familiarity with electronic equipment, (e.g. cash register, scanner, money counter)

**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](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:

DINKY P. MAAGMA

**Supervising Administrative Officer**

Poblacion, Malay, Aklan

[hrmalayaklan@yahoo.com](mailto:hrmalayaklan@yahoo.com)

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

**Posting Date :** May 22, 2019

**Closing Date :** June 03, 2019