

Place of Assignment :	MPDC
Position Title :	Municipal Government Assistant Department Head I (Planning Officer IV)
Plantilla Item No. :	MPDO-14
Salary/Job/Pay Grade :	22
Monthly Salary :	Php 60,180.00
Eligibility :	Career Service Professional (Second Level Eligibility)
Education :	Bachelor's degree
Training :	16 hours of relevant training
Work Experience :	3 years of relevant experience
Competency :	1. Building Collaborative Inclusive Working Relationships. Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching Results. Creating tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change. "Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members commitment to accept the change. 4. Thinking Strategically and Creatively. "Creates and define goals and initiatives based on how one can support, extend or align to the goals of ones department or functional area. 5. Performing Organization. "Build a shared sense of density among individuals with seemingly dispartes views, concerns and aspirations, creates team cohesion and improve individual and team performance.

Instructions/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 November 2, 2020.

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

Human Resource Management Officer V

Poblacion, Malay, Aklan

hrmalayaklan@yahoo.com/hrmalay5608@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : October 14, 2020

Closing Date : November 02, 2020