

<b>Place of Assignment :</b>	MSWDO
<b>Position Title :</b>	Administrative Aide I (Utility Worker I)
<b>Plantilla Item No. :</b>	MSWDO-19
<b>Salary/Job/Pay Grade :</b>	1
<b>Monthly Salary :</b>	Php 10,396.00
<b>Eligibility :</b>	None required (MC 10, s. 2013-Cat. III)
<b>Education :</b>	Must be able to read and write
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	Exemplifying integrity, professionalism and service excellence; Skills in managing work and providing support services.

**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 October 26, 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](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

**Human Resource Management Officer V**

Poblacion, Malay, Aklan

[hrrmalayaklan@yahoo.com](mailto:hrrmalayaklan@yahoo.com)/[hrrmalay5608@gmail.com](mailto:hrrmalay5608@gmail.com)

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

**Posting Date :** October 12, 2020

**Closing Date :** October 26, 2020