

Place of Assignment :	HRMO
Position Title :	Administrative Officer II (HRMO 1)
Plantilla Item No. :	HRMO-8
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 20,084.00
Eligibility :	Career Service Professional (Second Level Eligibility)
Education :	Bachelor's degree
Training :	None required
Work Experience :	None required
Competency :	Advanced oral and written communication skills , Working knowledge of MS Office applications, Knowledgeable with CSC rules and regulations

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;
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/hrrmalay5608@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : October 12, 2020

Closing Date : October 26, 2020