

Place of Assignment :	Municipal Budget Office
Position Title :	Administrative Assistant V (Data Controller III)
Plantilla Item No. :	BO-8
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 20,084.00
Eligibility :	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility or its equivalent
Education :	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	Coordinates operations of computer systems in various departments/agencies, establishes data dictionary and performs computer operations.

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

hrmalayaklan@yahoo.com/hrmalay5608@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSC Job Portal

MGO MALAY, AKLAN | Region VI

Posting Date : October 12, 2020

Closing Date : October 26, 2020