

Place of Assignment :	Office of the Municipal Treasurer
Position Title :	Revenue Collection Clerk III
Plantilla Item No. :	MTO-08
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 16,906.00
Eligibility :	Career Service Subprofessional (First Level Eligibility)
Education :	Completion of two years studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	Industrious and hardworking with intermediate computer operation skills and personal integrity.

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.

Posting Date : October 12, 2020

Closing Date : October 26, 2020