

Place of Assignment :	Municipal Treasurer's Office
Position Title :	Administrative Aide III (Driver I)
Plantilla Item No. :	MTO 8
Salary/Job/Pay Grade :	SG 3
Monthly Salary :	Php 12,006.00
Eligibility :	Driver's License (MC 11, S. 96, Cat II)
Education :	Elementary School Graduate
Training :	None Required
Work Experience :	None Required
Competency :	

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 December 13, 2022.

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 present position for one (1) year (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license; and
4. Photocopy of Authenticated Transcript of Records.
5. Sex, Gender, Race, Religion and Ethnicity will not be a preference.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

REMELINA PEROS-GALAM, M.D.

Municipality of Aritao

Aritao, Nueva Vizcaya 3704

aritaolgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 23, 2022

Closing Date : December 13, 2022