

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

**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](http://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](mailto:aritaolgu@gmail.com)

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

**Posting Date :** November 23, 2022

**Closing Date :** December 13, 2022