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| <b>Place of Assignment :</b>  | Municipal Treasurer's Office                             |
| <b>Position Title :</b>       | Revenue Collection Clerk III                             |
| <b>Plantilla Item No. :</b>   | MTO 16   |
| <b>Salary/Job/Pay Grade :</b> | SG 9   |
| <b>Monthly Salary :</b>       | Php 17,342.00  |
| <b>Eligibility :</b>          | Career Service (Subprofessional) First Level Eligibility |
| <b>Education :</b>            | Completion of two (2) years studies in college           |
| <b>Training :</b>             | Four (4) hours of relevant training                      |
| <b>Work Experience :</b>      | One (1) year of relevant experience                      |
| <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