

Place of Assignment:	HRMO
Position Title:	Administrative Aide IV
Plantilla Item No.:	1032-05
Salary/Job/Pay Grade:	4
Monthly Salary:	Php 14,195.00
Eligibility:	CS Sub-Professional or 1 st Level Eligibility
Education:	Completion of two years studies in college or high school Graduate with relevant vocational/trade course
Training:	None Required
Experience:	None Required

Competency:

Instructions/Remarks:

This agency encourages all interested and qualified applicants including Persons with Disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identity. 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 January 27, 2025.

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. Work Experience Sheet (CS Form No. 212);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of certificate of trainings/seminars attended; and
6. Photocopy of Transcript of Records.

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

FLORIDA P. ESTEBAN, M.D.

Municipal Mayor

Cuyapo Town Hall,

Cuyapo, Nueva Ecija

hrcuyapo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date: January 8, 2025

Closing Date: January 27, 2025