

Place of Assignment :	LGU- ALEGRIA (GENERAL SUPPLY OFFICE)
Position Title :	Administrative Aide II (Messenger)
Plantilla Item No. :	75-2021
Salary/Job/Pay Grade :	2
Monthly Salary :	Php 8,726.00
Eligibility :	None required (MC 10 s. 2013, CAT. III)
Education :	Elementary School Graduate
Training :	None required
Work Experience :	None required
Competency :	None required

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 June 13, 2022..

Documents:

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:

RENE S. PAÑA

HRMO

LGU-Alegria, Alegria, Surigao del Norte
hrmo.lgu.alegria2017@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 27, 2022

Closing Date : June 13, 2022