

Place of Assignment :	Municipal Accounting Office
Position Title :	Administrative Aide IV (Accounting Clerk I)
Plantilla Item No. :	50
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 10,080.00
Eligibility :	Career Service (Subprofessional) First level Eligibility
Education :	Completion of two years studies in college
Training :	None Required
Work Experience :	None Required
Competency :	Not yet 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 February 01, 2024

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 : January 17, 2024

Closing Date : February 01, 2024