

<b>Place of Assignment :</b>	OFFICE OF THE MUNICIPAL VICE MAYOR
<b>Position Title :</b>	ADMINISTRATIVE AIDE I (UTILITY WORKER I)
<b>Plantilla Item No. :</b>	287
<b>Salary/Job/Pay Grade :</b>	1
<b>Monthly Salary :</b>	Php 11,700.00
<b>Eligibility :</b>	NONE REQUIRED
<b>Education :</b>	Must be able to read and write
<b>Training :</b>	NONE REQUIRED
<b>Work Experience :</b>	NONE REQUIRED
<b>Competency :</b>	

**Instructions/Remarks :**

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with divers sexual orientation, gender identity and expression (SOGIE), to apply. 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 May 8, 2024.

**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 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:

RYZYL A. DOROTAN-TIMBOL, Mpsy, CHRA

**MUNICIPAL GOVERNMENT DEPARTMENT HEAD I**

LGU KAPALONG-QUEZON ST., MANIKI, KAPALONG, DAVAO DEL NORTE

lgukapalonghrmo@gmail.com

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

**Posting Date :** April 18, 2024

**Closing Date :** May 08, 2024