

<b>Place of Assignment :</b>	KCAST
<b>Position Title :</b>	Administrative Assistant IV (Bookbinder IV)
<b>Plantilla Item No. :</b>	88
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 20,858.00
<b>Eligibility :</b>	*None required (MC 10, s. 2013 - Cat. III)
<b>Education :</b>	Elementary School Graduate
<b>Training :</b>	8 hrs of relevant training
<b>Work Experience :</b>	2 years of relevant experience
<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 diverse 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 July 22, 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 D. TIMBOL, MPsync, CHRA

**Municipal Government Department Head I (MHRMO)**

LGU-Kapalong, Quezon St., Maniki, Kapalong, Davao del Norte  
lgukapalonghrmo@gmail.com

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

**Posting Date :** July 03, 2024

**Closing Date :** July 22, 2024