

Place of Assignment :	Municipal Government of Bongabong
Position Title :	Administrative Aide III (Driver I)
Plantilla Item No. :	209
Salary/Job/Pay Grade :	3
Monthly Salary :	Php 12,713.00
Eligibility :	Professional Driver License (MC 11 s.96-Cat II)
Education :	Elementary School Graduate
Training :	None required
Work Experience :	None required
Competency :	

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 March 4, 2022.

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 present position for one (1) year (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:

AREANE JAZZEL G. BENJAMIN

Admin. Officer V/HRMO III

MGO BONGABONG, ORIENTAL MINDORO

Municipal Government of Bongabong

hrmobongabong@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 17, 2022

Closing Date : March 04, 2022