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| <b>Place of Assignment :</b>  | City Administrator's Office (Human Resouce Management Division) |
| <b>Position Title :</b>       | Bookbinder II   |
| <b>Plantilla Item No. :</b>   | 19a   |
| <b>Salary/Job/Pay Grade :</b> | 4   |
| <b>Monthly Salary :</b>       | Php 15,586.00   |
| <b>Eligibility :</b>          | None required   |
| <b>Education :</b>            | Elementary School Graduate                                      |
| <b>Training :</b>             | None required   |
| <b>Work Experience :</b>      | None required   |
| <b>Competency :</b>           | N/A   |

**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 August 31, 2023.

**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 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:

HARRIET C. DIAZ

**CGADH-I/HRMO**

J.Y Perez Highway Talubangi, Kabankalan City  
cgokabankalanjobs@gmail.com

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

**Posting Date :** August 16, 2023

**Closing Date :** August 31, 2023