

Place of Assignment :	City Civil Registry Office
Position Title :	Registration Officer I
Plantilla Item No. :	9
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 23,176.00
Eligibility :	CS (Professional)
Education :	Bachelor's degree
Training :	None required
Work Experience :	None required
Competency :	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;
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 15, 2023

Closing Date : August 31, 2023