

Place of Assignment :	Virac Water District
Position Title :	Minutes/Agenda Officer B
Plantilla Item No. :	BD-MAOB-01-01
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 25,439.00
Eligibility :	Career Service (Professiona) SecondLlevel Eligibility
Education :	Bachelor's degree
Training :	None required
Work Experience :	None required
Competency :	- Proficient in communication skills - Computer literate

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 December 6, 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 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:

GABRIEL T. TEJERERO

General Manager C

Virac Water District, San Isidro Village, Virac, Catanduanes

v1wad@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 25, 2022

Closing Date : December 06, 2022